1.0 GENERAL INFORMATION

1.1 Introduction

This manual has been written mainly as a reference manual for eLJT System, testing version. The current release version for the system is alpha version 1.0. With the new requirements coming up and with each release, the release versions are likely to change.

1.1.1 Purpose of the manual

This manual contain information guide to use eLJT System. Use this manual as a self-learning textbook. It describes the various functions that will be provided in the application and the general requirement to use the system.

1.1.2 How to use this document

This manual is designed to get you up and using the eLJT System. If you are new to the system, we suggest you read this manual with the software. It gives steps-by-steps description as to how the whole application works and new term for some of current form. (e.g. LJT 1 = **LJT 800**)

1.1.2.1 Icons used in this manual

While reading this manual, you will notice some icons for your attention. Do not ignore them. These icons point out useful information for do and do not in using the system.

This icon indicates information that will help you use this system more easily. It also gives you an icebreaker at the other page

This icon is a green flag. Some action you might do while working with the system.

This icon is a warning. Notice these warning, or else the system may show its ugly side.

This icon is a reminder of things that already mentioned.

1.2 Overview of the System

eLJT is an online e-application system to upgrade the Board current work processes and delivery system. The system is currently in development phase. In order to up the system, a team has been build to act as tester to ensure the system meet all the requirements.

Due to the status of the system, an error page and some technical error messages might appear as you start using the system. This is because the system stability is not fully tested. This manual might assist you to work out when the error appears.

The tester team's comment and testing result would help the system improvement.

1.2.1 General system issues

1.2.1.1 *System Performance*

eLJT is a web-based system. The System required internet connection. Level of time loading page will be base on the server runtime as well as the user internet line.

1.2.1.2 *System Requirement*

The system interface is set for Microsoft internet explorer with 1024 by 768 display mode and text size = smaller type. Other than, this setting might result in difference look.

1.2.1.3 *Terminology*

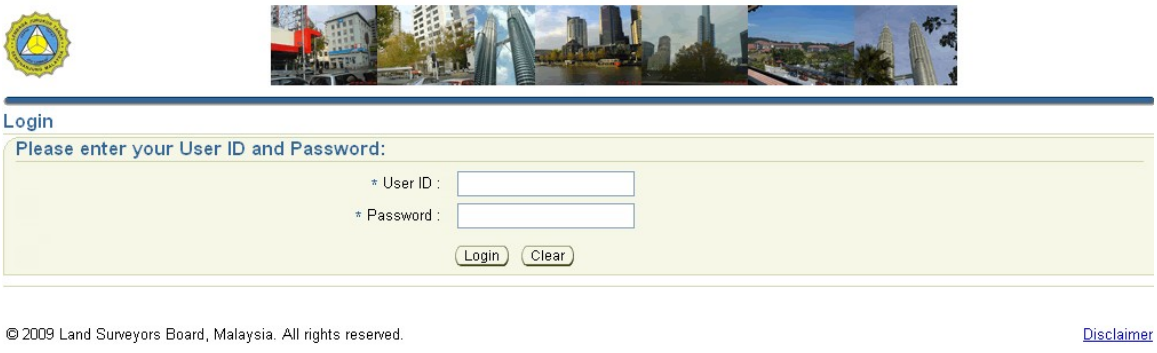
Session	Each time you login, you will be in a session	
Register new Job – Land	LJT 800	LJT 1
Claim for Fieldwork completed – Land (60%)	LJT 802	LJT 14
Claim for Job completed – Land (81%)	LJT 804	LJT 2
Additional – Land	LJT 810	LJT 1
Register new Job – Strata	LJT 700	LJT 12
Claim for Fieldwork completed – Strata (60%)	LJT 702	LJT 13
Claim for Job completed – Strata (81%)	LJT 704	LJT 13A
Additional – Strata	LJT 710	LJT 12

GETTING STARTED

This section provides a general walkthrough of the system from initiation through exit.

2.1 Logging On

Open your internet browser and go to the URL
http://www.eljt.org.my/app/faces/pub/login.jspx.
Login into the system by using User ID and password given.



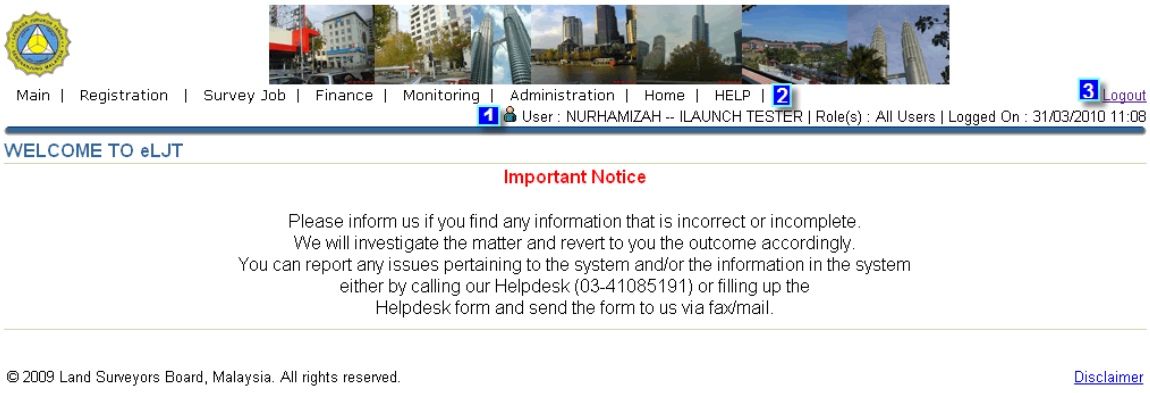
Remember to set your browser as the best setting for system best quality look.

The system does not allow user to use enter button to move from one field to another.

2.2 System Menu

This section describes in general the system menus, which will the first thing encountered by the user, as well as the navigation paths to functions noted on the screen.

2.2.1 Main Menu


Main | Registration | Survey Job | Finance | Monitoring | Administration | Home | HELP | 2
3 Logout
1 User : NURHAMIZAH -- ILAUNCH TESTER | Role(s) : All Users | Logged On : 31/03/2010 11:08
WELCOME TO eLJT
Important Notice
Please inform us if you find any information that is incorrect or incomplete.
We will investigate the matter and revert to you the outcome accordingly.
You can report any issues pertaining to the system and/or the information in the system
either by calling our Helpdesk (03-41085191) or filling up the
Helpdesk form and send the form to us via fax/mail.
© 2009 Land Surveyors Board, Malaysia. All rights reserved.
Disclaimer

1. User : Name of the User currently login | Role(s) : User Access level | Logged On : Time & Date
2. Menu of the system.
3. Logout – exit from the system

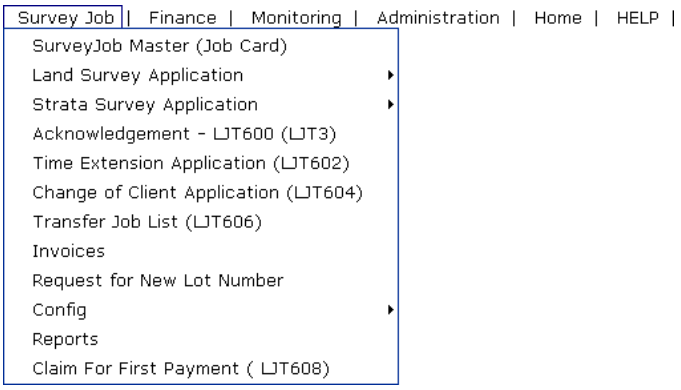
2.2.2 System menu pathway

The design of the system menu is a drop down menu.

Main | Registration | **Survey Job**

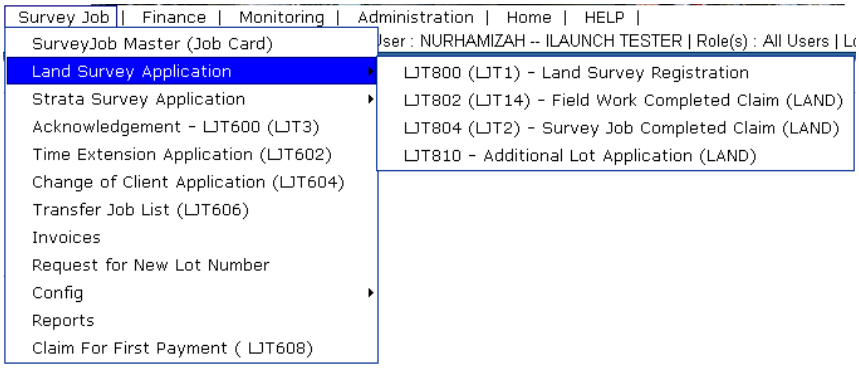
Survey Job

My Survey Job | Land Survey Application | Strata Survey Application | Acknowledgement for Submission of Plans and Other Documents (LJT600) | Time Extension Application (LJT602) | Change of Client Application (LJT604) | Transfer Job List (LJT606) | Assign Job | Request for New Lot Number | Reports.


Survey Job | Finance | Monitoring | Administration | Home | HELP |
SurveyJob Master (Job Card)
Land Survey Application
Strata Survey Application
Acknowledgement - LJT600 (LJT3)
Time Extension Application (LJT602)
Change of Client Application (LJT604)
Transfer Job List (LJT606)
Invoices
Request for New Lot Number
Config
Reports
Claim For First Payment (LJT608)

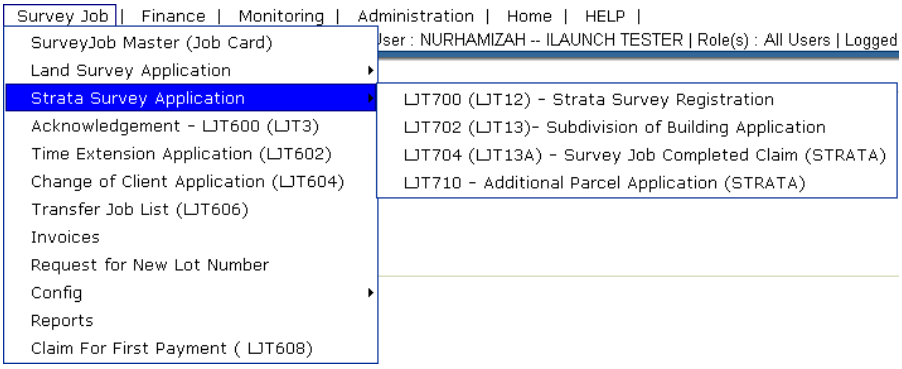
Land Survey Application

LJT 800 – Land Survey Registration
LJT 802 – Field Work Completed (LAND)
LJT 804 – Survey Job Completed Claim (LAND)
LJT 810 – Additional Lot Application (LAND)
LJT 812 – Change of Layout Application (LAND)


Survey Job | Finance | Monitoring | Administration | Home | HELP |
SurveyJob Master (Job Card)
Land Survey Application
Strata Survey Application
Acknowledgement - LJT600 (LJT3)
Time Extension Application (LJT602)
Change of Client Application (LJT604)
Transfer Job List (LJT606)
Invoices
Request for New Lot Number
Config
Reports
Claim For First Payment (LJT608)
LJT800 (LJT1) - Land Survey Registration
LJT802 (LJT14) - Field Work Completed Claim (LAND)
LJT804 (LJT2) - Survey Job Completed Claim (LAND)
LJT810 - Additional Lot Application (LAND)

Strata Survey Application

- LJT 700 – Strata Survey Registration
- LJT 702 – Subdivision of Building Application
- LJT 704 – Survey Job Completed Claim (STRATA)
- LJT 710 – Additional Parcel Application (STRATA)


Survey Job | Finance | Monitoring | Administration | Home | HELP |
SurveyJob Master (Job Card)
Land Survey Application
Strata Survey Application
Acknowledgement - LJT600 (LJT3)
Time Extension Application (LJT602)
Change of Client Application (LJT604)
Transfer Job List (LJT606)
Invoices
Request for New Lot Number
Config
Reports
Claim For First Payment (LJT608)
LJT700 (LJT12) - Strata Survey Registration
LJT702 (LJT13)- Subdivision of Building Application
LJT704 (LJT13A) - Survey Job Completed Claim (STRATA)
LJT710 - Additional Parcel Application (STRATA)

2.3 System Security

The e-LJT System is integrated with the iVEST Smartcard. iVEST stands for "Virtual Environment for Secure Transactions

Its initial offering allows users to create digital signatures, and produces extremely reliable user identification on an open system such as the Internet. It contributes tremendously towards secure communications of a world class standard.

2.3.1 How to apply for iVEST

Below are the ways to apply for iVEST Smartcard.

Step 1:

Self register at iVEST™ Smartcard Pre-registration page. Complete all sections of the form.

Step 2:

Physically present at iVEST RA Counter, Jaring INTAC Building, MIMOS BERHAD, Technology Park Malaysia, Kuala Lumpur to complete the registration process and to get your iVEST™ Smartcard. Things to bring along with:

- Recent passport size colour photograph
- Photocopy both sides of NRIC (for Malaysian)
    - Or Photocopy of passport (for non-Malaysian)
- Payment in form of Cash, Credit Card, Cheque, Bank Draft and Money Order

You may also physically present at Anjung Internet Jaring (AIJ) nationwide with all the above documents, plus you have to fill and submit manual form to complete the registration process. [Download form]. State on top of the form that you have successfully done iVEST Smartcard Pre-registration

Kindly take note that there will be no immediate processing at AIJ Counters. We will inform you via email once your iVEST™ Smartcard is ready for collection.

Email to support@ivest.com.my to request for iVEST Smartcard quotation and for other inquires.

2.3.2 Digital Certificate

Digital certificates are electronic format of any physical or paper certificates.

Some examples of physical certificates are driver's licenses, passports or membership cards. Certificates serve as an identity token for an individual for certain purposes, e.g. a driver's license identifies someone who can legally drive in a particular country. Likewise, a digital certificate can be presented electronically to prove your identity and rights to access information and services on intended web site.

Digital Signature will be used as an added security feature to enhance non-repudiation for important documents and information.

During digital signing, the user's Smart Card or MyKad must be present in the card reader. Once initiated by the user, the system will automatically read the details of the Smart Card or MyKad and initiate the signing transaction. The details of the signature will be kept together with the record or document in the system.

The Digital Signature can be verified using the generated signature by comparing the details and validity of the signature store in the signature file and checking whether the record or document has been changed.

2.4 Exit System

To exit from the system, users have to click logout item at the top right of the page. *See item 2.2.1*

3.0 USING THE SYSTEM

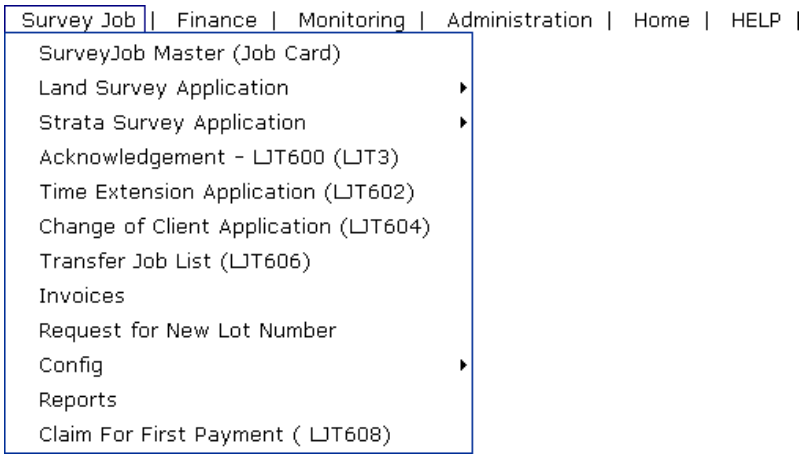
Survey Job module

3.1 USING THE SYSTEM: SURVEY JOB MODULE

There are ten main sub-modules under Survey Job Module.

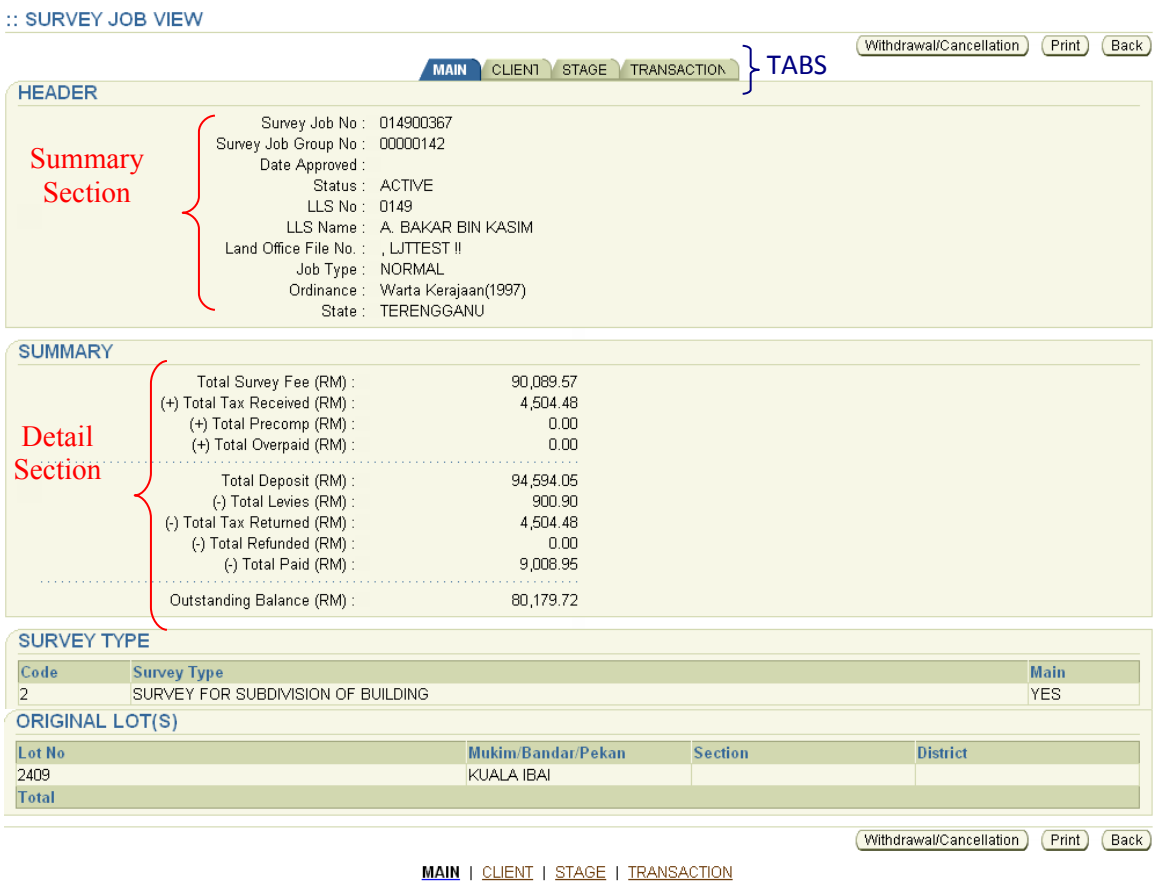
My Survey Job | Land Survey Application | Strata Survey Application | Acknowledgement for Submission of Plans and Other Documents (LJT600) | Time Extension Application (LJT602) | Change of Client Application (LJT604) | Transfer Job List (LJT606) | Assign Job | Request for New Lot Number | Reports.

3.1.1 My Survey Job Profile


Survey Job | Finance | Monitoring | Administration | Home | HELP |
SurveyJob Master (Job Card)
Land Survey Application
Strata Survey Application
Acknowledgement - LJT600 (LJT3)
Time Extension Application (LJT602)
Change of Client Application (LJT604)
Transfer Job List (LJT606)
Invoices
Request for New Lot Number
Config
Reports
Claim For First Payment (LJT608)

My Survey Job Profile is a sub-module that views particulars about Job. As we know, My Survey Job will view all details about jobs that have been registered in LJT.

Under this sub-module, the screen is separated into two sections: Summary Section and Detail Section.



To view detail information, just click the tab under the Detail Section. There are seven tabs available: Summary | Lots | Deposit Details | Sijil Akuan | Client | Transaction | Audit Trails | Assignments.

> You can use the link at the bottom of Detail Section besides using the tabs to navigate each of the information.

3.2 How to Register My Survey Job - Land

Before you start to register your survey job, you must scan all related supporting documents that you want to submit. e.g. PBN Letter, Precomp Plan, Appointment letter

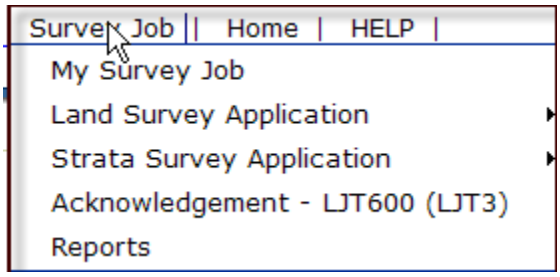
……see 7.0 Managing your scanning document

3.2.1 LJT 800 – Land Survey Registration

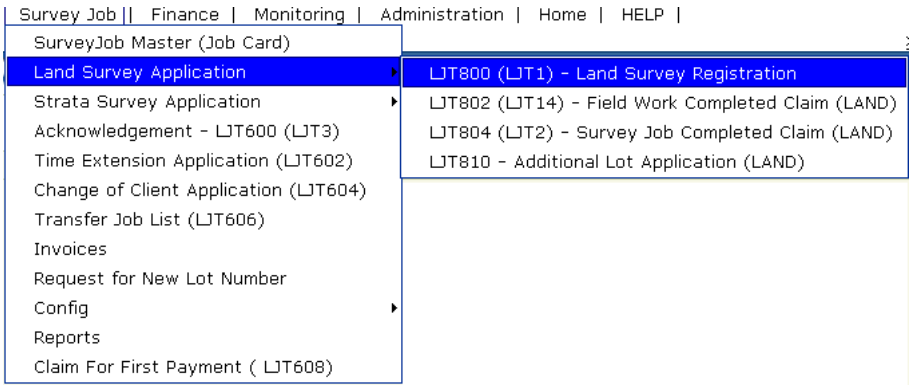
Below are the steps-by-steps ways to register a Land Survey Job.

1. Go to the system menu and point to Survey Job.

   The menu will show a drop down sub-menu



2. Go to *Land Survey Application | LJT 800 – Land Survey Registration.*


Survey Job || Finance | Monitoring | Administration | Home | HELP |
SurveyJob Master (Job Card)
Land Survey Application
Strata Survey Application
Acknowledgement - LJT600 (LJT3)
Time Extension Application (LJT602)
Change of Client Application (LJT604)
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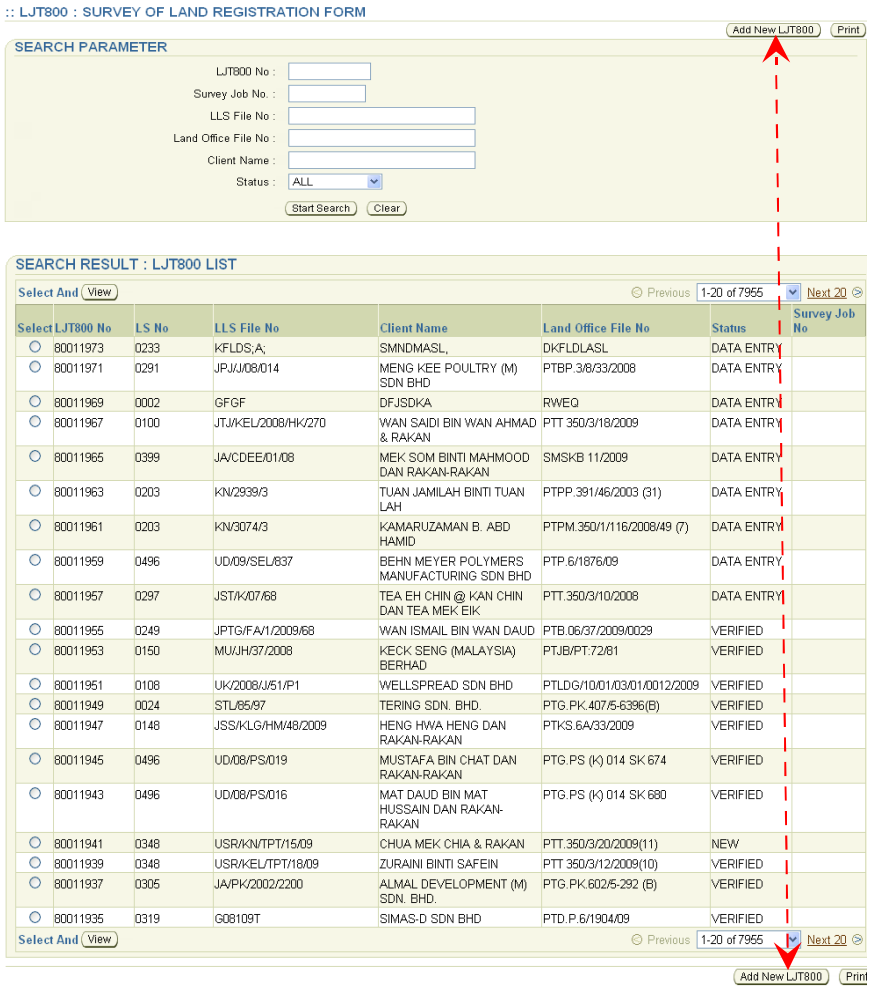
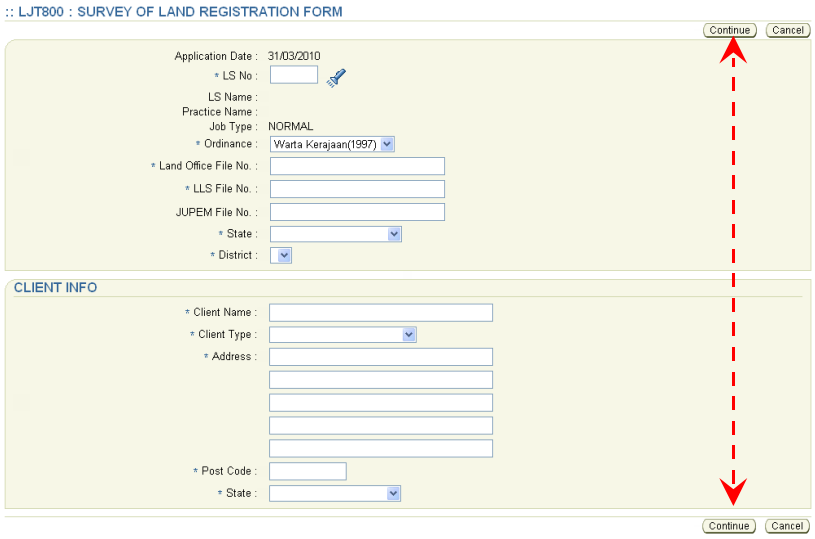
Invoices
Request for New Lot Number
Config
Reports
Claim For First Payment (LJT608)
LJT800 (LJT1) - Land Survey Registration
LJT802 (LJT14) - Field Work Completed Claim (LAND)
LJT804 (LJT2) - Survey Job Completed Claim (LAND)
LJT810 - Additional Lot Application (LAND)

3. The system will bring you to *LJT 800 Search Screen*. Click *New LJT 800.*


:: LJT800 : SURVEY OF LAND REGISTRATION FORM
Add New LJT800
Print
SEARCH PARAMETER
LJT800 No :
Survey Job No. :
LLS File No :
Land Office File No :
Client Name :
Status :
ALL
Start Search
Clear
SEARCH RESULT : LJT800 LIST
Select And View
Previous
1-20 of 7955
Next 20
Select
LJT800 No
LS No
LLS File No
Client Name
Land Office File No
Status
Survey Job No
80011973 0233 KFLDS;A; SMNDMASL, DKFLDLASL DATA ENTRY
80011971 0291 JPJ/J/08/014 MENG KEE POULTRY (M) SDN BHD PTBP.3/8/33/2008 DATA ENTRY
80011969 0002 GFGF DFJSDKA RWEQ DATA ENTRY
80011967 0100 JTJ/KEL/2008/HK/270 WAN SAIDI BIN WAN AHMAD & RAKAN PTT 350/3/18/2009 DATA ENTRY
80011965 0399 JA/CDEE/01/08 MEK SOM BINTI MAHMOOD DAN RAKAN-RAKAN SMSKB 11/2009 DATA ENTRY
80011963 0203 KN/2939/3 TUAN JAMILAH BINTI TUAN LAH PTPP.391/46/2003 (31) DATA ENTRY
80011961 0203 KN/3074/3 KAMARUZAMAN B. ABD HAMID PTPM.350/1/116/2008/49 (7) DATA ENTRY
80011959 0496 UD/09/SEL/837 BEHN MEYER POLYMERS MANUFACTURING SDN BHD PTP.6/1876/09 DATA ENTRY
80011957 0297 JST/K/07/68 TEA EH CHIN @ KAN CHIN DAN TEA MEK EIK PTT.350/3/10/2008 DATA ENTRY
80011955 0249 JPTG/FA/1/2009/68 WAN ISMAIL BIN WAN DAUD PTB.06/37/2009/0029 VERIFIED
80011953 0150 MU/JH/37/2008 KECK SENG (MALAYSIA) BERHAD PTJB/PT.72/81 VERIFIED
80011951 0108 UK/2008/J/51/P1 WELLSPREAD SDN BHD PTLDG/10/01/03/01/0012/2009 VERIFIED
80011949 0024 STL/85/97 TERING SDN. BHD. PTG.PK.407/5-6396(B) VERIFIED
80011947 0148 JSS/KLG/HM/48/2009 HENG HWA HENG DAN RAKAN-RAKAN PTKS.6A/33/2009 VERIFIED
80011945 0496 UD/08/PS/019 MUSTAFA BIN CHAT DAN RAKAN-RAKAN PTG.PS (K) 014 SK 674 VERIFIED
80011943 0496 UD/08/PS/016 MAT DAUD BIN MAT HUSSAIN DAN RAKAN-RAKAN PTG.PS (K) 014 SK 680 VERIFIED
80011941 0348 USR/KN/TPT/15/09 CHUA MEK CHIA & RAKAN PTT.350/3/20/2009(11) NEW
80011939 0348 USR/KEL/TPT/18/09 ZURAINI BINTI SAFEIN PTT 350/3/12/2009(10) VERIFIED
80011937 0305 JA/PK/2002/2200 ALMAL DEVELOPMENT (M) SDN. BHD. PTG.PK.602/5-292 (B) VERIFIED
80011935 0319 G08109T SIMAS-D SDN BHD PTD.P.6/1904/09 VERIFIED
Select And View
Previous
1-20 of 7955
Next 20
Add New LJT800
Print

3. Fill in the mandatory field accordingly. Click *Continue*.



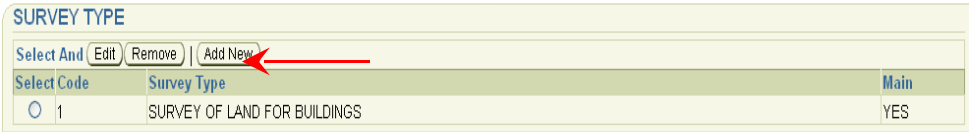
5. On the next page, you will see LJT 800 that been divided into 4 tabs.

LJT 800 Page 1 | LJT 800 Page 2 | Claim & Summary | Supporting Documents

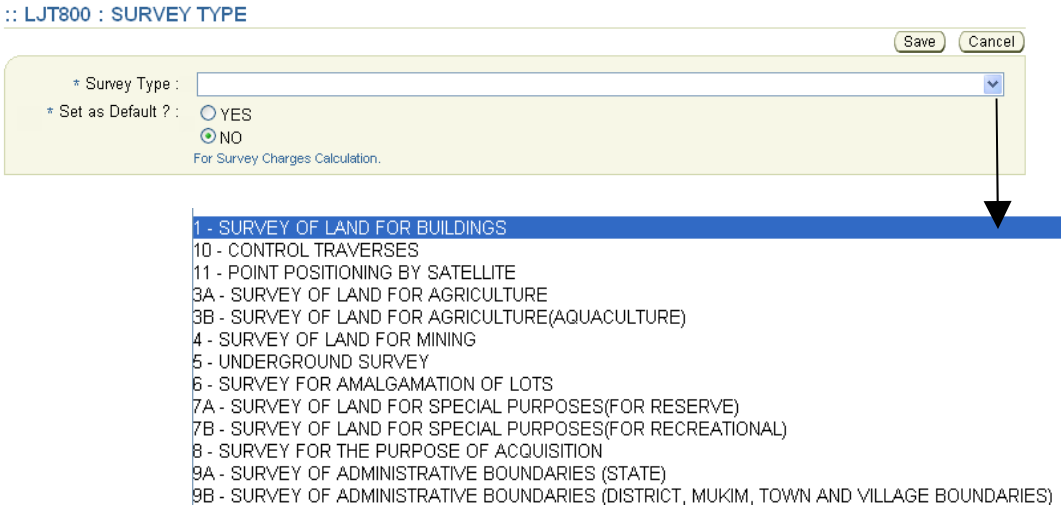
Under LJT 800 Page 1, the information required is divided into 5 parts.

LJT 800 INFO | SURVEY JOB GROUP INFO | SURVEY TYPE | ORIGINAL LOT | QUERIES |

6. To fill in the SURVEY TYPE, Click *Add New Survey Type* in the *Survey Type Section*.

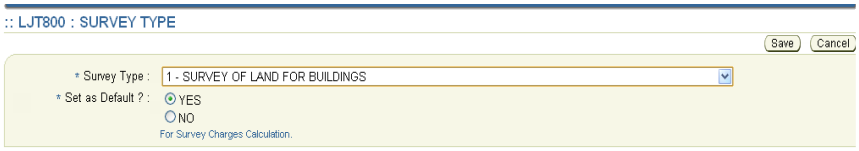


7. A pop up windows will appear. Choose your *Survey Type* by clicking one of the drops down item.

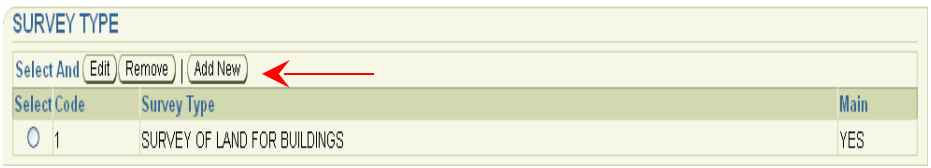

:: LJT800 : SURVEY TYPE
Save
Cancel
* Survey Type :
* Set as Default ? :
YES
NO
For Survey Charges Calculation.
1 - SURVEY OF LAND FOR BUILDINGS
10 - CONTROL TRAVERSES
11 - POINT POSITIONING BY SATELLITE
3A - SURVEY OF LAND FOR AGRICULTURE
3B - SURVEY OF LAND FOR AGRICULTURE(AQUACULTURE)
4 - SURVEY OF LAND FOR MINING
5 - UNDERGROUND SURVEY
6 - SURVEY FOR AMALGAMATION OF LOTS
7A - SURVEY OF LAND FOR SPECIAL PURPOSES(FOR RESERVE)
7B - SURVEY OF LAND FOR SPECIAL PURPOSES(FOR RECREATIONAL)
8 - SURVEY FOR THE PURPOSE OF ACQUISITION
9A - SURVEY OF ADMINISTRATIVE BOUNDARIES (STATE)
9B - SURVEY OF ADMINISTRATIVE BOUNDARIES (DISTRICT, MUKIM, TOWN AND VILLAGE BOUNDARIES)

If it does not appear, check your browser. Some browser has a windows pop up blocker that will prevent this windows to pop up

8. Set your *Survey Type* as Default by select *Yes*. Click *Save*. If you have more than one survey's type, choose your major survey purpose as your Default Survey Type. Then click *Save*.

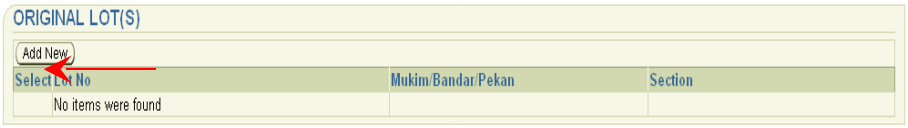


9. After filling in your survey type, you can edit, delete even add another survey type if you wish to by clicking the button accordingly.

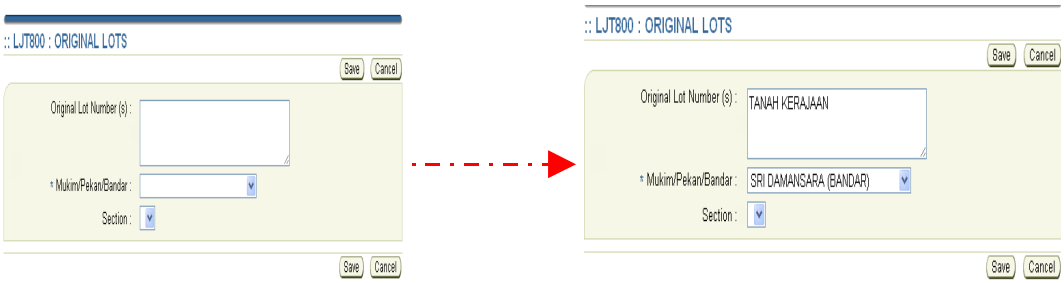


10. To edit or delete the item, you have to select the item before you press the Remove/Edit button. Always remember to check the selected item, by default the system will point to the first item in the list.

11. For Lot Details Particulars, go to LOT DETAILS Section, Click *Add New Lot* button.

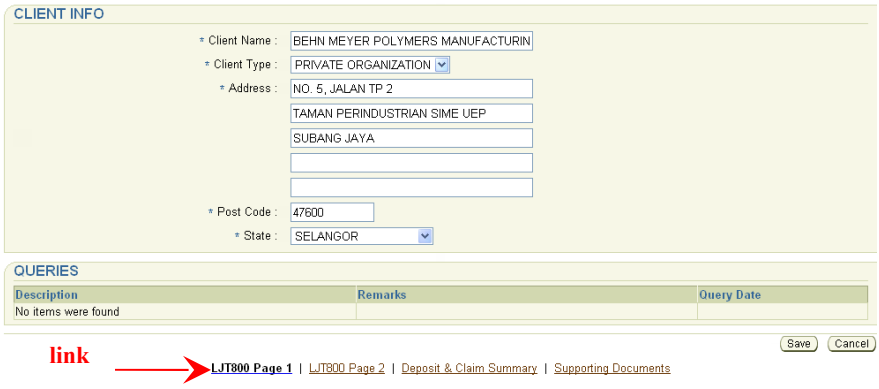


12. A pop up windows will appear. Fill in the particulars accordingly.



13. After adding your Lot Details, you can edit, delete even add another Lot Details if you wish to. To edit or delete the item, you have to select the item before you press the *Remove Selected Row / Edit* button. Always remember to check the selected item, by default the system will point to the first item in the list.

14. Continue to fill in CLIENT'S INFO particulars. Then click *Continue*.

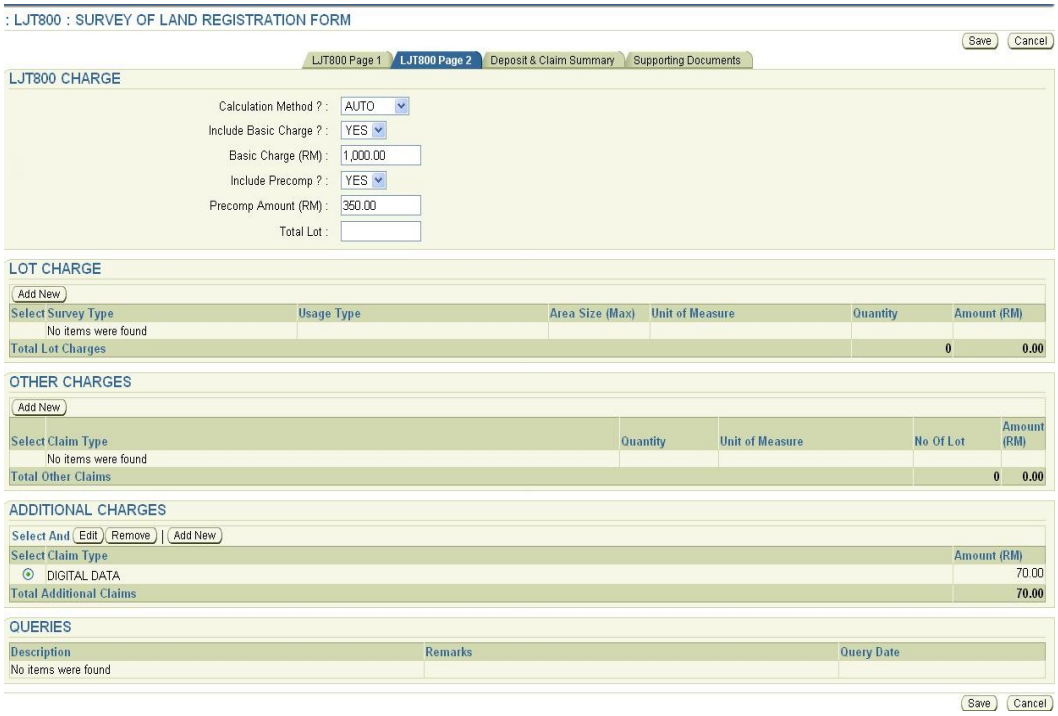


To navigate from tab to another, you can press *Continue* button, click at the tabs, or click the link at the bottom.

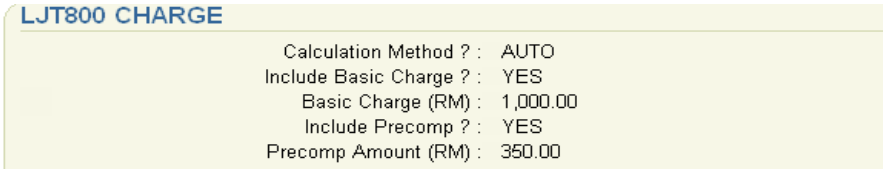
15. The second tab in *LJT 800* is | LJT 800 Page 2 |. Under this section, you have to fill in the details of your survey charge as in [**LJT 1** [1], **page 2]** . As you can see, the layout and fields are difference from the manual form. The survey fee charge has been categorized into four parts.

    LJT800 CHARGE | LOT CHARGES | OTHER CHARGE | ADDITIONAL CHARGES | QUERIES |

    Follow the steps below to guide you fill in the details.

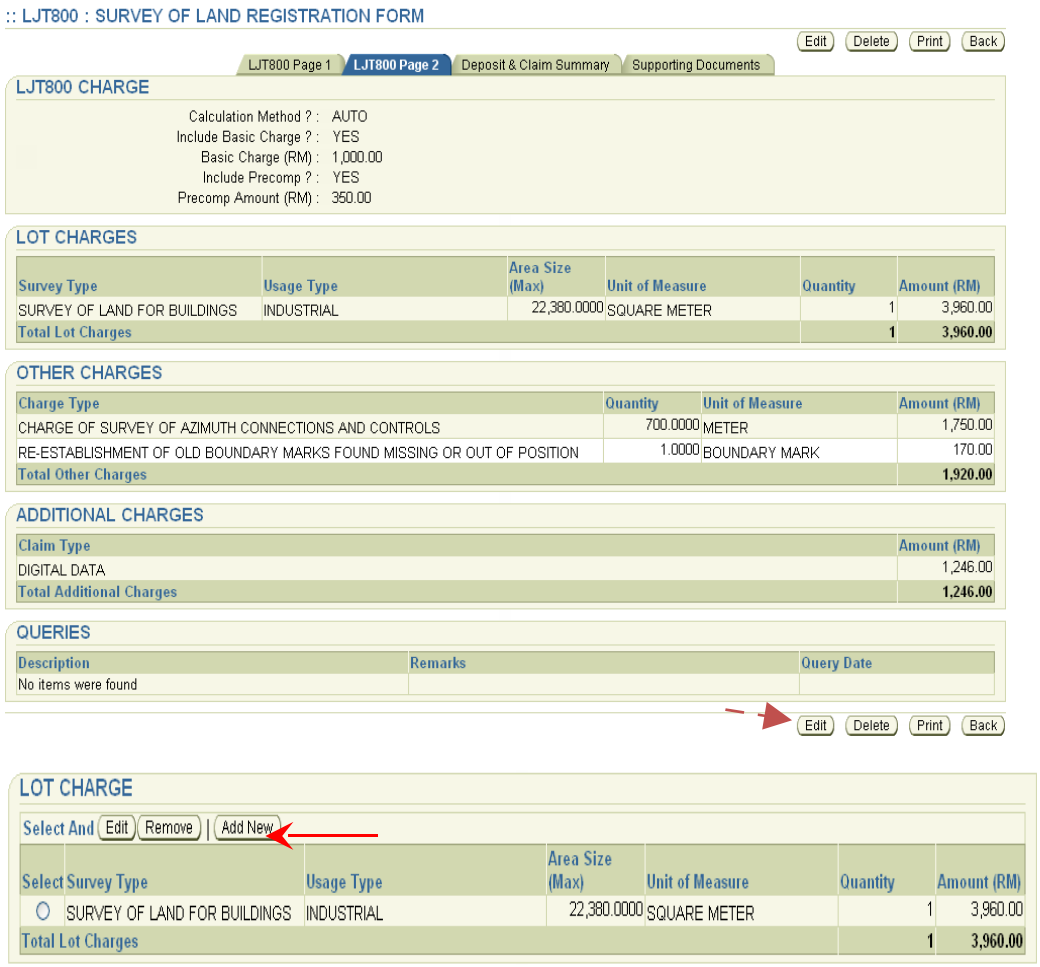


16. BASIC CHARGE .As you can see, the system will automatically show RM 1,000 for your basic charge. For this charge, the system does not allow editing.

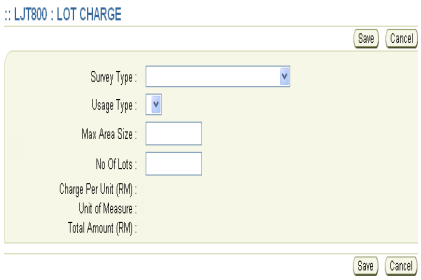

LJT800 CHARGE
Calculation Method ? : AUTO
Include Basic Charge ? : YES
Basic Charge (RM) : 1,000.00
Include Precomp ? : YES
Precomp Amount (RM) : 350.00

17. LOT CHARGES. For Lot Charges Detail, click *Add New Lot Charges* button as shown.

[1]

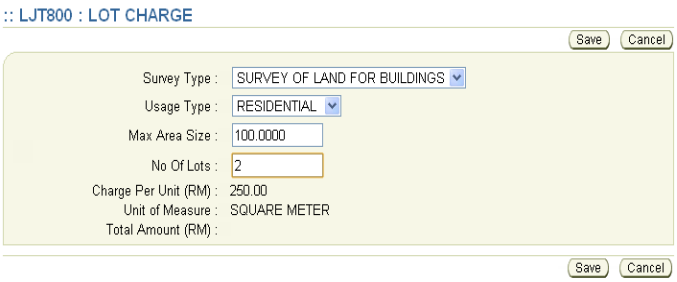

:: LJT800 : SURVEY OF LAND REGISTRATION FORM
Edit Delete Print Back
LJT800 Page 1 LJT800 Page 2 Deposit & Claim Summary Supporting Documents
LJT800 CHARGE
Calculation Method ? : AUTO
Include Basic Charge ? : YES
Basic Charge (RM) : 1,000.00
Include Precomp ? : YES
Precomp Amount (RM) : 350.00
LOT CHARGES
Survey Type | Usage Type | Area Size (Max) | Unit of Measure | Quantity | Amount (RM)
SURVEY OF LAND FOR BUILDINGS | INDUSTRIAL | 22,380.0000 | SQUARE METER | 1 | 3,960.00
Total Lot Charges | 1 | 3,960.00
OTHER CHARGES
Charge Type | Quantity | Unit of Measure | Amount (RM)
CHARGE OF SURVEY OF AZIMUTH CONNECTIONS AND CONTROLS | 700.0000 | METER | 1,750.00
RE-ESTABLISHMENT OF OLD BOUNDARY MARKS FOUND MISSING OR OUT OF POSITION | 1.0000 | BOUNDARY MARK | 170.00
Total Other Charges | 1,920.00
ADDITIONAL CHARGES
Claim Type | Amount (RM)
DIGITAL DATA | 1,246.00
Total Additional Charges | 1,246.00
QUERIES
Description | Remarks | Query Date
No items were found
Edit Delete Print Back
LOT CHARGE
Select And Edit Remove | Add New
Select | Survey Type | Usage Type | Area Size (Max) | Unit of Measure | Quantity | Amount (RM)
SURVEY OF LAND FOR BUILDINGS | INDUSTRIAL | 22,380.0000 | SQUARE METER | 1 | 3,960.00
Total Lot Charges | 1 | 3,960.00

18. A pop pup windows will appear. Choose your *Survey type* by clicking the drops down item. Then follow by the *Usage Type*.

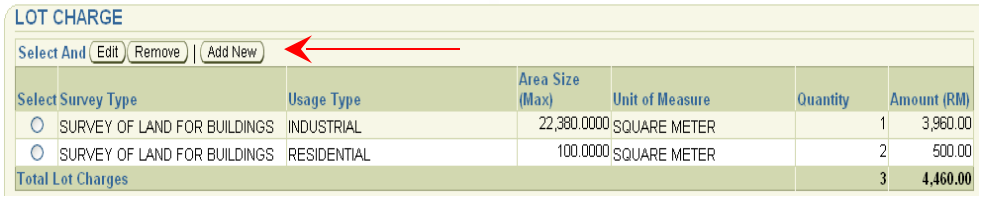


System will only display survey type that has been chosen under the first page. *Usage type* will be based on your selected survey type.

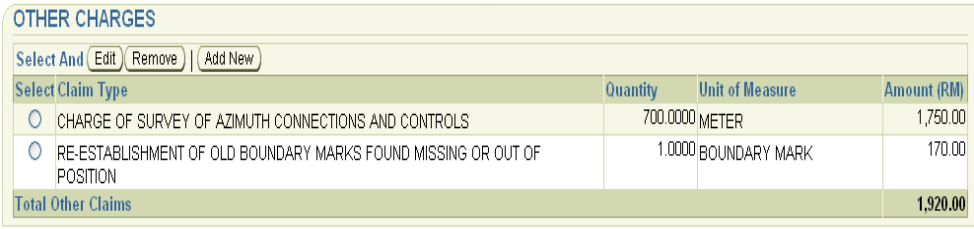
19. Click *Save* after completed all field.

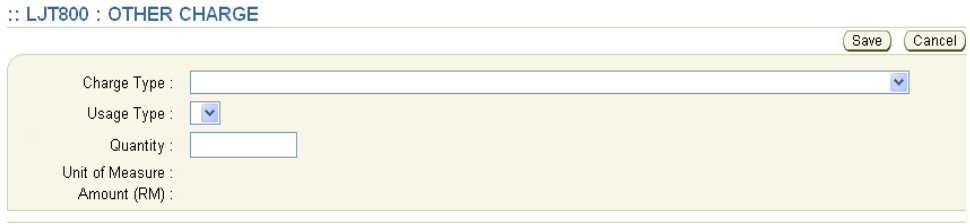


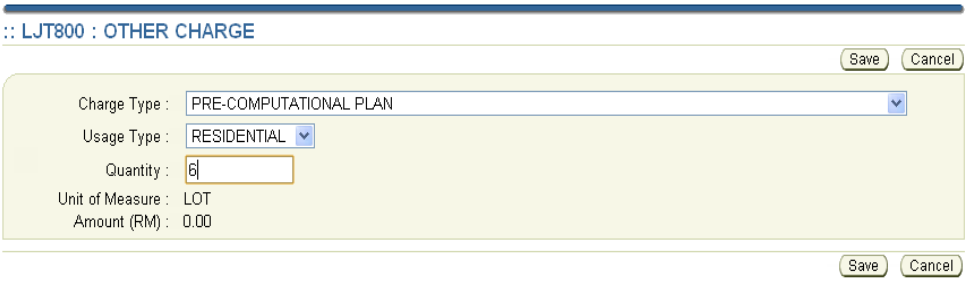
20. After adding *lot charges*, you can edit, delete even add another lot charges by clicking the button accordingly.


LOT CHARGE
Select And Edit Remove | Add New
Select Survey Type Usage Type Area Size (Max) Unit of Measure Quantity Amount (RM)
SURVEY OF LAND FOR BUILDINGS INDUSTRIAL 22,380.0000 SQUARE METER 1 3,960.00
SURVEY OF LAND FOR BUILDINGS RESIDENTIAL 100.0000 SQUARE METER 2 500.00
Total Lot Charges 3 4,460.00

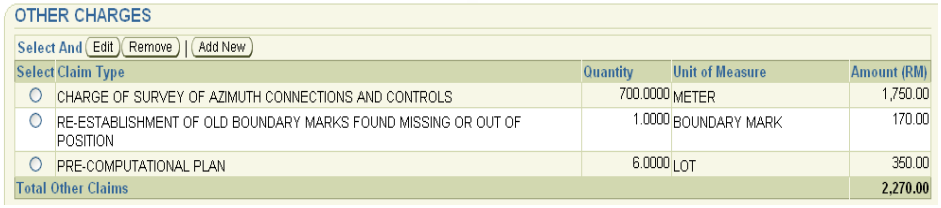
21. OTHER CHARGES. To fill in the detail, use the same method as above.


OTHER CHARGES
Select And Edit Remove | Add New
Select Claim Type Quantity Unit of Measure Amount (RM)
CHARGE OF SURVEY OF AZIMUTH CONNECTIONS AND CONTROLS 700.0000 METER 1,750.00
RE-ESTABLISHMENT OF OLD BOUNDARY MARKS FOUND MISSING OR OUT OF POSITION 1.0000 BOUNDARY MARK 170.00
Total Other Claims 1,920.00





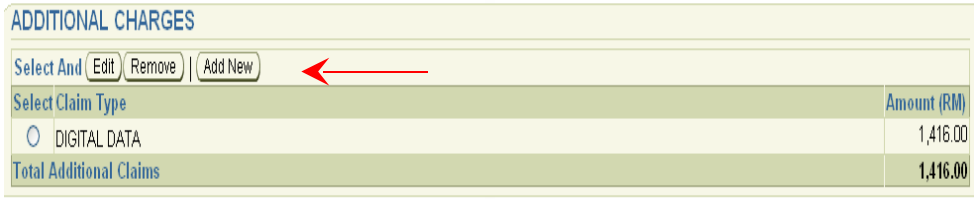
You have to use OTHER CHARGES for Pre-Computational Plan


OTHER CHARGES

Select And Edit Remove | Add New

Select	Claim Type	Quantity	Unit of Measure	Amount (RM)
○	CHARGE OF SURVEY OF AZIMUTH CONNECTIONS AND CONTROLS	700.0000	METER	1,750.00
○	RE-ESTABLISHMENT OF OLD BOUNDARY MARKS FOUND MISSING OR OUT OF POSITION	1.0000	BOUNDARY MARK	170.00
○	PRE-COMPUTATIONAL PLAN	6.0000	LOT	350.00
Total Other Claims				2,270.00

22. ADDITIONAL CHARGES. To fill in the detail, use the same method as above.


ADDITIONAL CHARGES

Select And Edit Remove | Add New

Select	Claim Type	Amount (RM)
○	DIGITAL DATA	1,416.00
Total Additional Claims		1,416.00

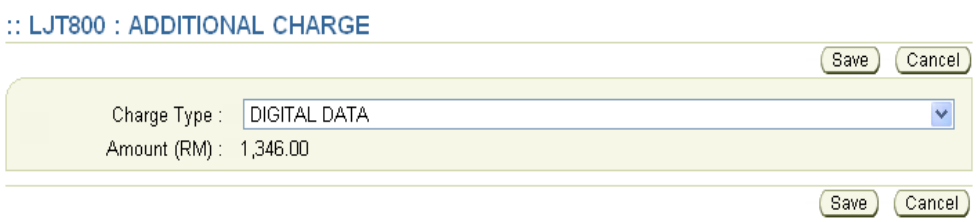
:: LJT800 : ADDITIONAL CHARGE

Save Cancel

Charge Type :

Amount (RM) :

Save Cancel


:: LJT800 : ADDITIONAL CHARGE

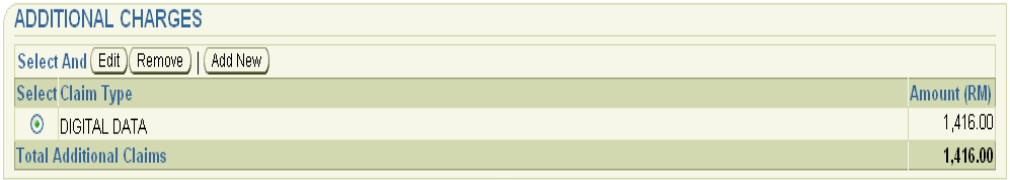
Save Cancel

Charge Type : DIGITAL DATA

Amount (RM) : 1,346.00

Save Cancel

You have to use ADDITIONAL CHARGES for Digital Data.


ADDITIONAL CHARGES

Select And Edit Remove | Add New

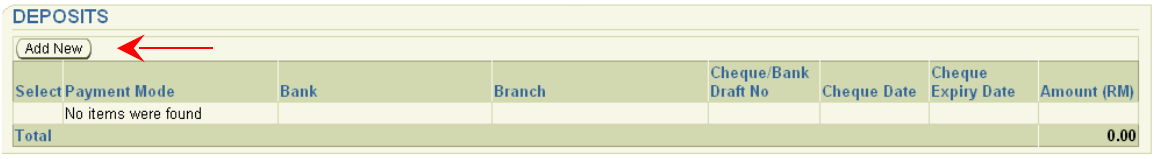
Select	Claim Type	Amount (RM)
◉	DIGITAL DATA	1,416.00
Total Additional Claims		1,416.00

23. The third tab in *LJT 800* is | Claim & Summary |. Under this section, the systems will summaries you, the Deposit and Claim of your survey fee. As you can see, the section has been categorized into five parts.

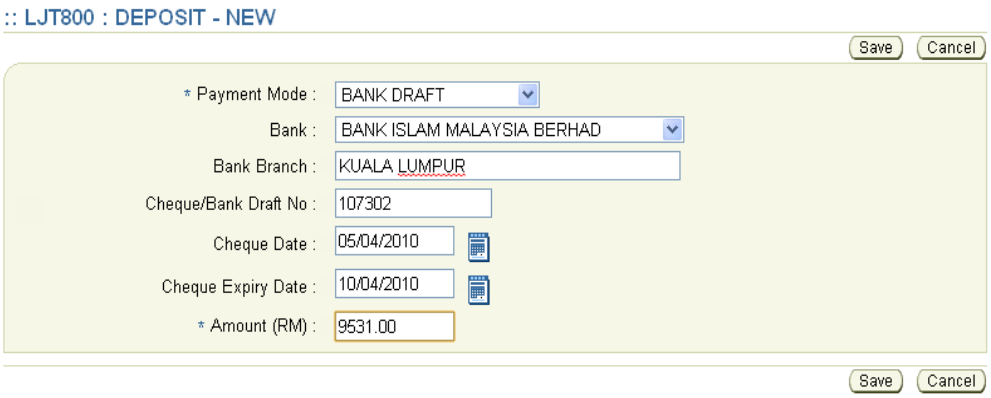
    SERVEY FEES | CLAIMS | LEVIES | DEPOSITS | REFUND | QUERIES

24. Make sure you choose *Yes/No* option for 5% Government Service Tax (GST) and claim for 10% of survey fee.

25. Do not forget to fill in the DEPOSIT INFO detail. Click *Add New Deposit* button.



26. A pop up windows will appear. After completing fill in all the particulars, click *Save*.

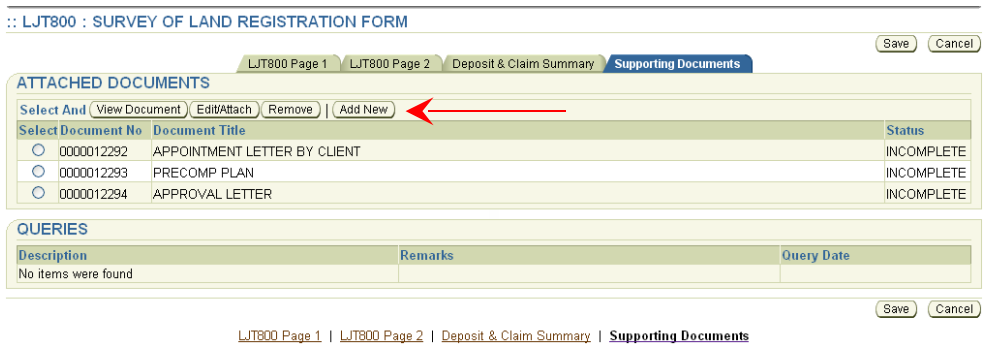


27. As you can see, system will automatically check if the amount deposited is more or less than the survey fee. If more, the difference will be display in the *Refund to Client*.

DEPOSITS
Select And Edit Remove | Add New
Select Payment Mode Bank Branch Cheque/Bank Draft No Cheque Date Cheque Expiry Date Amount (RM)
BANK DRAFT BANK ISLAM MALAYSIA BERHAD KUALA LUMPUR 107302 05/04/2010 10/04/2010 9,531.00
Total 9,531.00
REFUND
Refund (RM) : 9,435.69
Refund to : CLIENT
QUERIES
Description Remarks Query Date
No items were found
Save
Cancel
LJT800 Page 1 | LJT800 Page 2 | Deposit & Claim Summary | Supporting Documents

28. Make sure you enter the correct amount of the Cheque. If correct and the amount is more than your survey fee, LJT will refund the money to the client as stated. If you have two Cheques, just in the other Cheque info by clicking *Add New Deposit* button.

29. Do remember to fill in the last tab: Attached Document. In this section, you can attach your supporting documents required to register your job, like PBN Letter, Precomp Plan and Client Appointment letter.


:: LJT800 : SURVEY OF LAND REGISTRATION FORM
Save
Cancel
LJT800 Page 1 LJT800 Page 2 Deposit & Claim Summary Supporting Documents
ATTACHED DOCUMENTS
Select And View Document Edit/Attach Remove | Add New
Select Document No Document Title Status
0000012292 APPOINTMENT LETTER BY CLIENT INCOMPLETE
0000012293 PRECOMP PLAN INCOMPLETE
0000012294 APPROVAL LETTER INCOMPLETE
QUERIES
Description Remarks Query Date
No items were found
Save
Cancel
LJT800 Page 1 | LJT800 Page 2 | Deposit & Claim Summary | Supporting Documents

30. To add attached documents, click *Add New Documents* button.

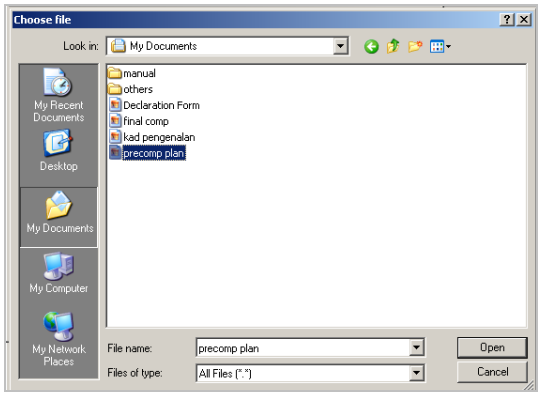
31. A pop up windows will appear. Fill in all the particulars required.

See 4.0 Managing your scanning document

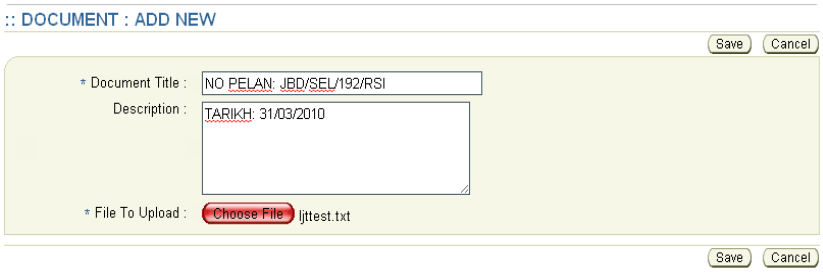
For *Document Title*, it is recommended if you put the document reference for future convenient, and for *Description,* fill in the important info such Date of the document.

32. For the *File To Upload*, click *Browse*

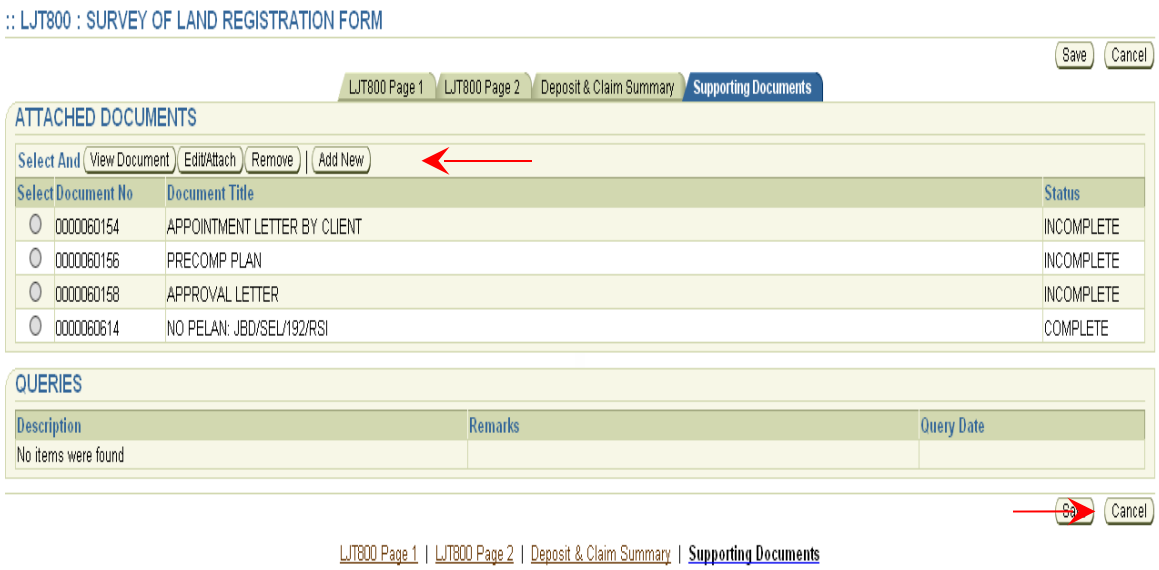
33. Choose your scanned document file from it path. Then click *Open*.



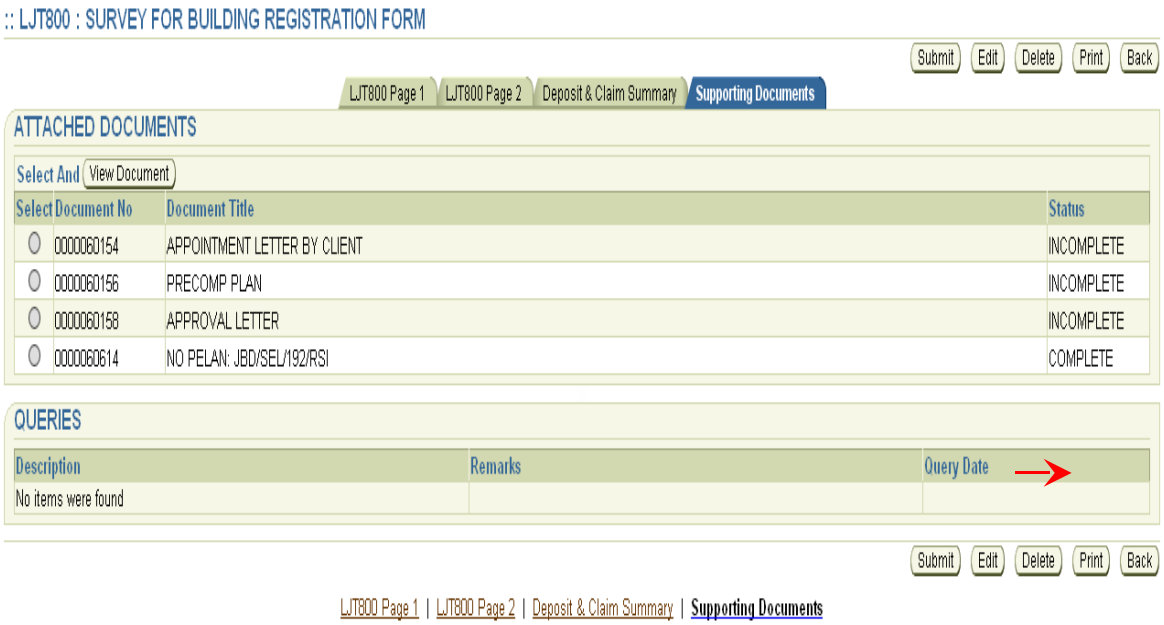
34. The system will automatically grab your file path. Click *Save*.



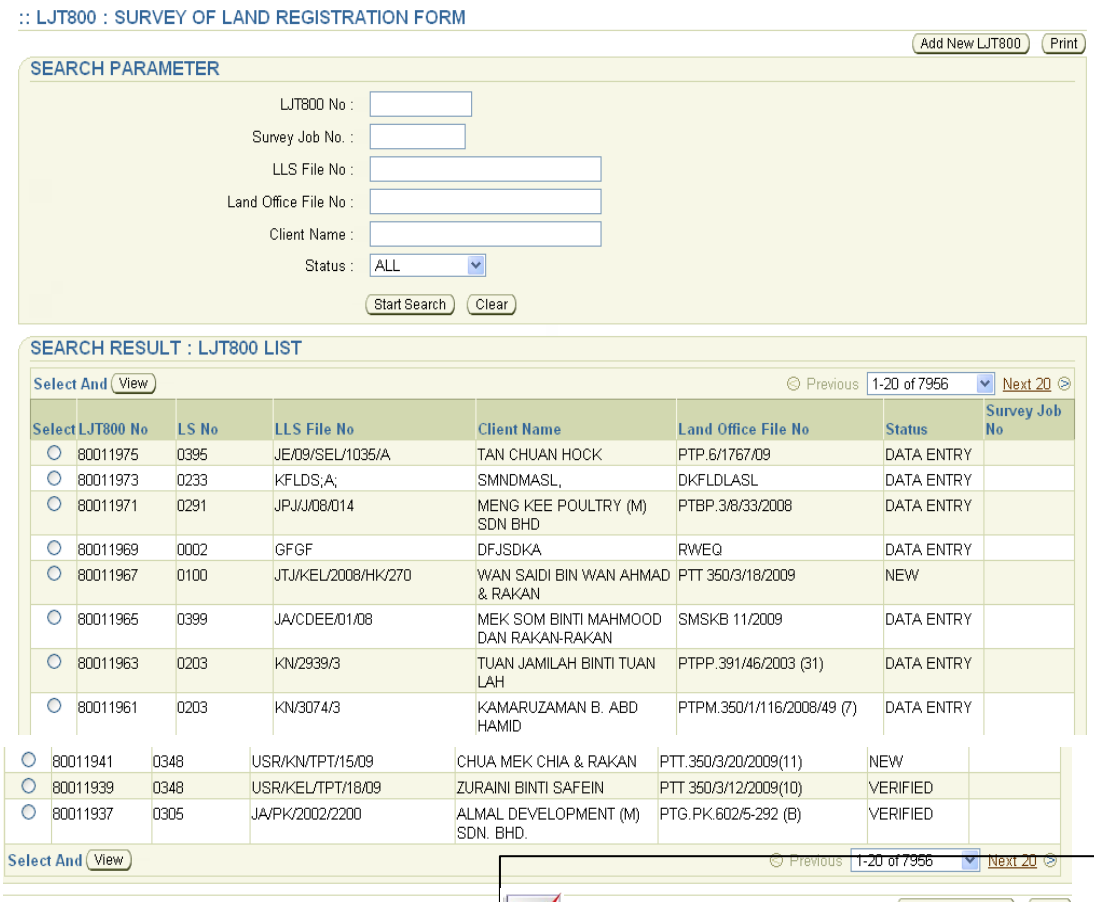
35. After you add a document, you can edit, delete and view you documents by clicking the button accordingly. Always remember to select the item before you press the *Remove Selected Row* button, by default the system will point to the first item in the line.



36. Before you save your registration application, make sure you have checked the data then click *Save*

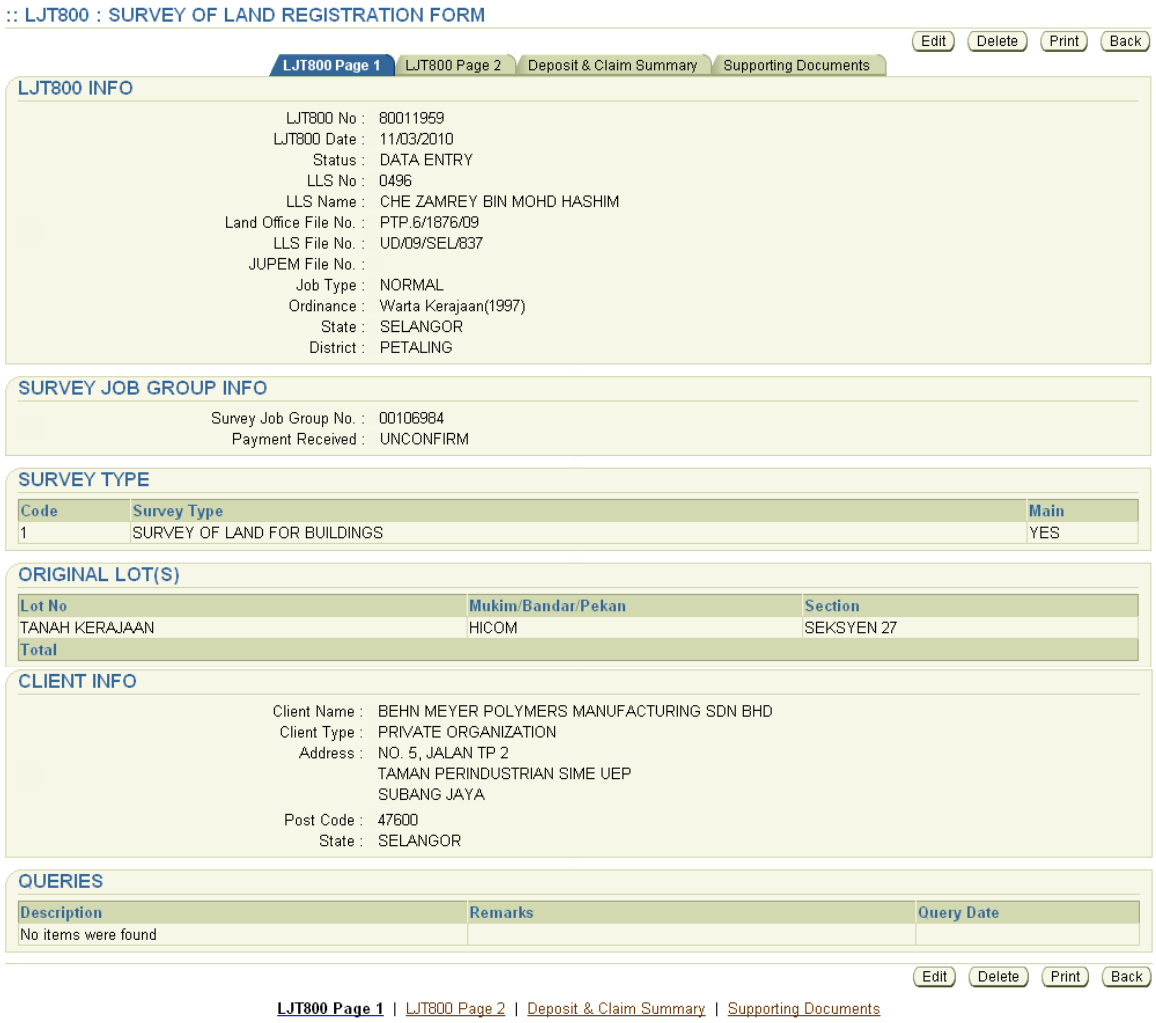


37. The system will bring you to the *LJT 800 Search Screen*.
    As you can see, your application is list out in *DATA ENTRY* status.

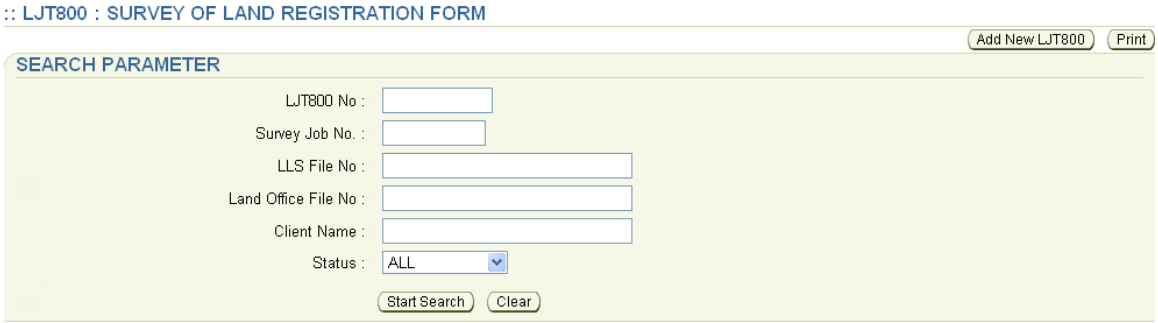

:: LJT800 : SURVEY OF LAND REGISTRATION FORM
Add New LJT800
Print
SEARCH PARAMETER
LJT800 No :
Survey Job No. :
LLS File No :
Land Office File No :
Client Name :
Status :
ALL
Start Search
Clear
SEARCH RESULT : LJT800 LIST
Select And View
Previous
1-20 of 7956
Next 20
Select
LJT800 No
LS No
LLS File No
Client Name
Land Office File No
Status
Survey Job No
80011975 0395 JE/09/SEL/1035/A TAN CHUAN HOCK PTP.6/1767/09 DATA ENTRY
80011973 0233 KFLDS;A; SMNDMASL, DKFLDLASL DATA ENTRY
80011971 0291 JPJ/J/08/014 MENG KEE POULTRY (M) SDN BHD PTBP.3/8/33/2008 DATA ENTRY
80011969 0002 GFGF DFJSDKA RWEQ DATA ENTRY
80011967 0100 JTJ/KEL/2008/HK/270 WAN SAIDI BIN WAN AHMAD & RAKAN PTT 350/3/18/2009 NEW
80011965 0399 JA/CDEE/01/08 MEK SOM BINTI MAHMOOD DAN RAKAN-RAKAN SMSKB 11/2009 DATA ENTRY
80011963 0203 KN/2939/3 TUAN JAMILAH BINTI TUAN LAH PTPP.391/46/2003 (31) DATA ENTRY
80011961 0203 KN/3074/3 KAMARUZAMAN B. ABD HAMID PTPM.350/1/116/2008/49 (7) DATA ENTRY
80011941 0348 USR/KN/TPT/15/09 CHUA MEK CHIA & RAKAN PTT.350/3/20/2009(11) NEW
80011939 0348 USR/KEL/TPT/18/09 ZURAINI BINTI SAFEIN PTT 350/3/12/2009(10) VERIFIED
80011937 0305 JA/PK/2002/2200 ALMAL DEVELOPMENT (M) SDN. BHD. PTG.PK.602/5-292 (B) VERIFIED
Select And View
Previous
1-20 of 7956
Next 20
Add New LJT800
Print

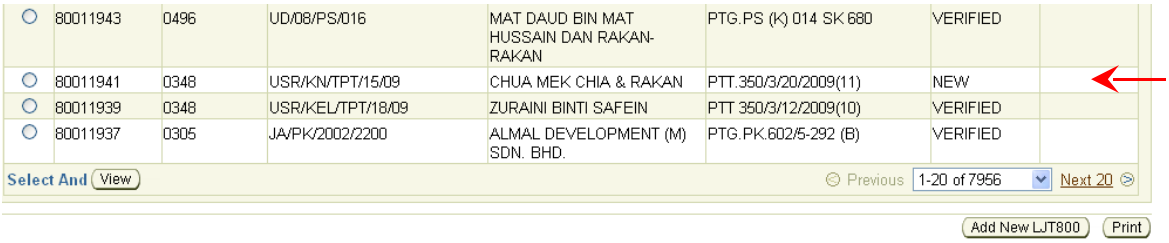
Under the status *DATA ENTRY*, you can still modify your data by clicking *Edit* button.

38. To submit the application, select the application, click *View* button. Then Click *Submit*.



39. Congratulations. Now you application is under status *NEW*. You have successfully submitted your application for AP Registration to the Board.





○	80011943	0496	UD/08/PS/016	MAT DAUD BIN MAT HUSSAIN DAN RAKAN-RAKAN	PTG.PS (K) 014 SK 680	VERIFIED
○	80011941	0348	USR/KN/TPT/15/09	CHUA MEK CHIA & RAKAN	PTT.350/3/20/2009(11)	NEW
○	80011939	0348	USR/KEL/TPT/18/09	ZURAINI BINTI SAFEIN	PTT 350/3/12/2009(10)	VERIFIED
○	80011937	0305	JA/PK/2002/2200	ALMAL DEVELOPMENT (M) SDN. BHD.	PTG.PK.602/5-292 (B)	VERIFIED

Select And View Previous 1-20 of 7956 Next 20

Add New LJT800 Print

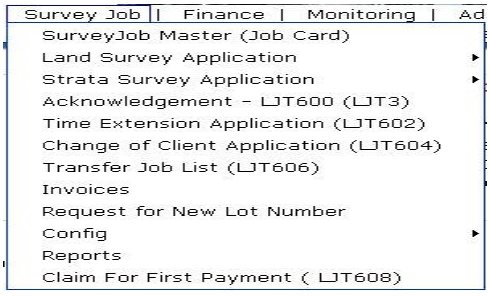
You cannot edit your application in status *NEW*.

After *NEW*, your application will be *VERIFIED* (process) by LJT Officer. Once your applicant registered officially, the status will change to *APPROVED*.

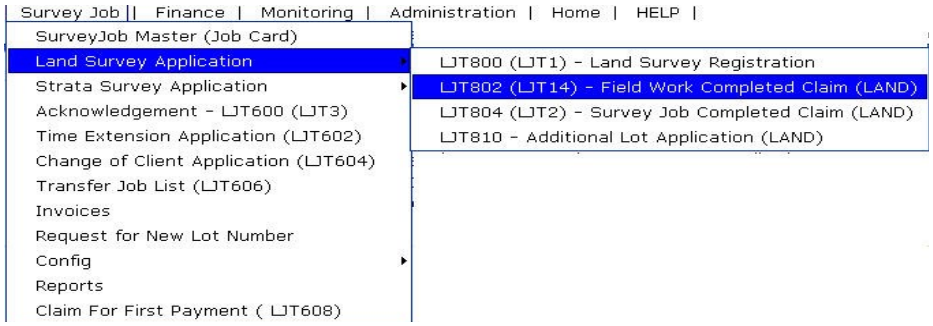
3.2.2 LJT 802 – Field Work Completed Claim (LAND)

Below are the steps-by-steps ways to register a Field Work Completed Claim (LAND).

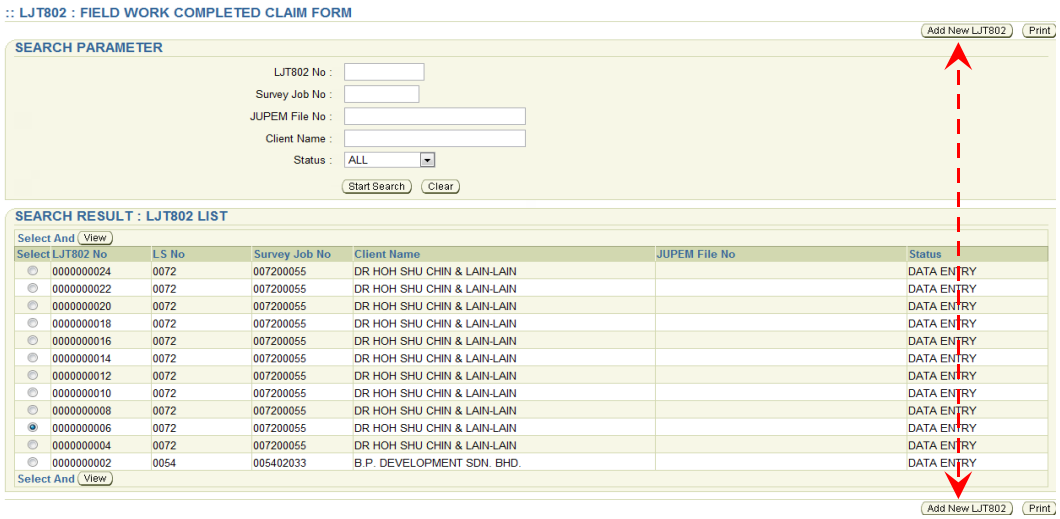
1. Go to the system menu and point to Survey Job.
   The menu will show a drop down sub-menu



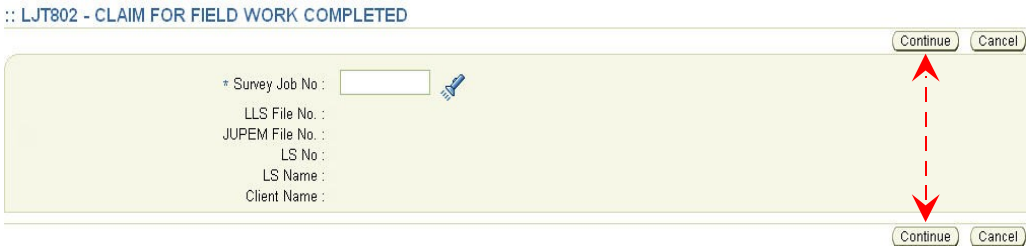
2. Go to *Land Survey Application | LJT 802 – Field Work Completed Claim (LAND).*


Survey Job | Finance | Monitoring | Administration | Home | HELP |
SurveyJob Master (Job Card)
Land Survey Application
Strata Survey Application
Acknowledgement - LJT600 (LJT3)
Time Extension Application (LJT602)
Change of Client Application (LJT604)
Transfer Job List (LJT606)
Invoices
Request for New Lot Number
Config
Reports
Claim For First Payment (LJT608)
LJT800 (LJT1) - Land Survey Registration
LJT802 (LJT14) - Field Work Completed Claim (LAND)
LJT804 (LJT2) - Survey Job Completed Claim (LAND)
LJT810 - Additional Lot Application (LAND)

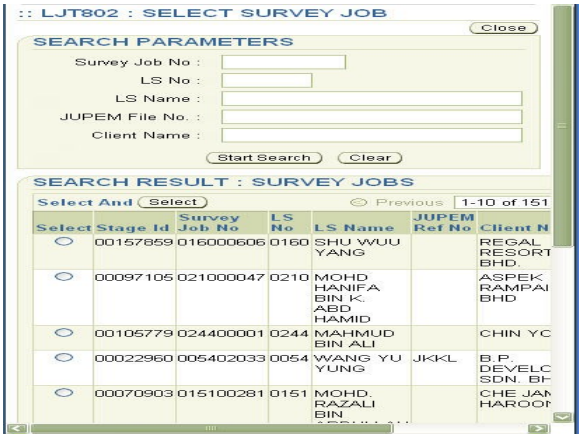
3. The system will bring you to *LJT 802 Search Criteria*. Click *Add New LJT 802.*


:: LJT802 : FIELD WORK COMPLETED CLAIM FORM
Add New LJT802
Print
SEARCH PARAMETER
LJT802 No :
Survey Job No :
JUPEM File No :
Client Name :
Status : ALL
Start Search
Clear
SEARCH RESULT : LJT802 LIST
Select And View
Select LJT802 No | LS No | Survey Job No | Client Name | JUPEM File No | Status
0000000024 | 0072 | 007200055 | DR HOH SHU CHIN & LAIN-LAIN | | DATA ENTRY
0000000022 | 0072 | 007200055 | DR HOH SHU CHIN & LAIN-LAIN | | DATA ENTRY
0000000020 | 0072 | 007200055 | DR HOH SHU CHIN & LAIN-LAIN | | DATA ENTRY
0000000018 | 0072 | 007200055 | DR HOH SHU CHIN & LAIN-LAIN | | DATA ENTRY
0000000016 | 0072 | 007200055 | DR HOH SHU CHIN & LAIN-LAIN | | DATA ENTRY
0000000014 | 0072 | 007200055 | DR HOH SHU CHIN & LAIN-LAIN | | DATA ENTRY
0000000012 | 0072 | 007200055 | DR HOH SHU CHIN & LAIN-LAIN | | DATA ENTRY
0000000010 | 0072 | 007200055 | DR HOH SHU CHIN & LAIN-LAIN | | DATA ENTRY
0000000008 | 0072 | 007200055 | DR HOH SHU CHIN & LAIN-LAIN | | DATA ENTRY
0000000006 | 0072 | 007200055 | DR HOH SHU CHIN & LAIN-LAIN | | DATA ENTRY
0000000004 | 0072 | 007200055 | DR HOH SHU CHIN & LAIN-LAIN | | DATA ENTRY
0000000002 | 0054 | 005402033 | B.P. DEVELOPMENT SDN. BHD. | | DATA ENTRY
Select And View
Add New LJT802
Print

4. Choose Job Number accordingly. Click *Continue*.

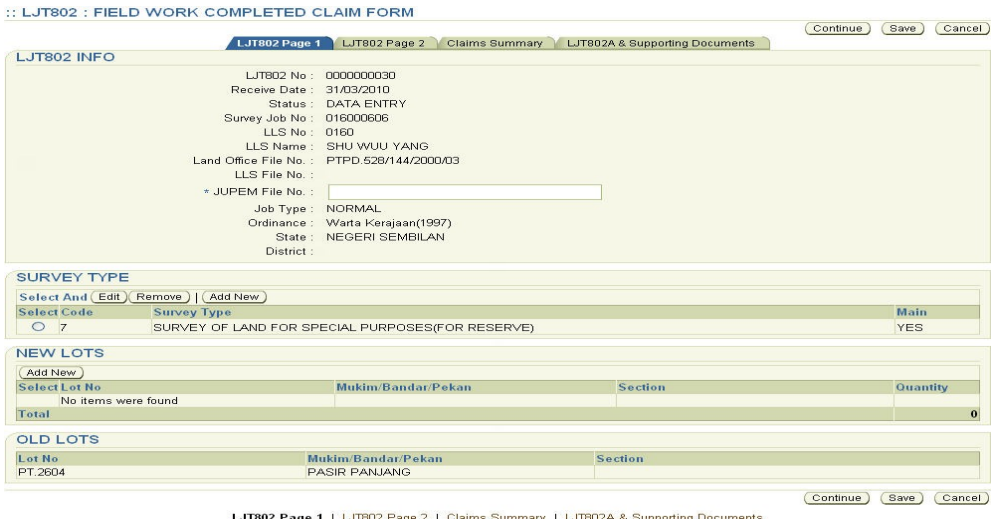


5. A pop up windows will appear. Choose the job number and press *Select.*


:: LJT802 : SELECT SURVEY JOB
Close
SEARCH PARAMETERS
Survey Job No :
LS No :
LS Name :
JUPEM File No. :
Client Name :
Start Search
Clear
SEARCH RESULT : SURVEY JOBS
Select And Select
Previous 1-10 of 151
Select Stage Id Survey Job No LS No LS Name JUPEM Ref No Client N
00157859 016000606 0160 SHU WUU YANG REGAL RESORT BHD.
00097105 021000047 0210 MOHD HANIFA BIN K. ABD HAMID ASPEK RAMPAI BHD
00105779 024400001 0244 MAHMUD BIN ALI CHIN YC
00022960 005402033 0054 WANG YU YUNG JKKL B.P. DEVELC SDN. BH
00070903 015100281 0151 MOHD. RAZALI BIN CHE JAN HAROON

6. On the next page, you will see LJT802 being divided into 4 tabs.

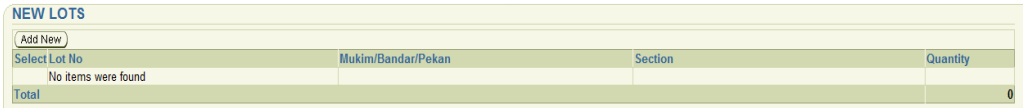
LJT 802 Page 1 | LJT 802 Page 2 | Claim Summary | LJT802A&Supporting Documents|



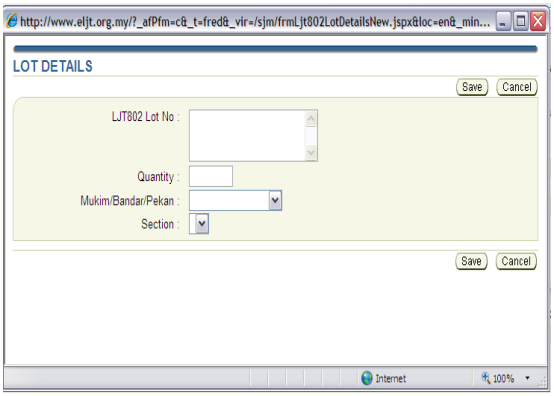
Under LJT 802, the information required is divided into 4 parts.

LJT 802 Info | Survey Type | New Lots | Old Lots |

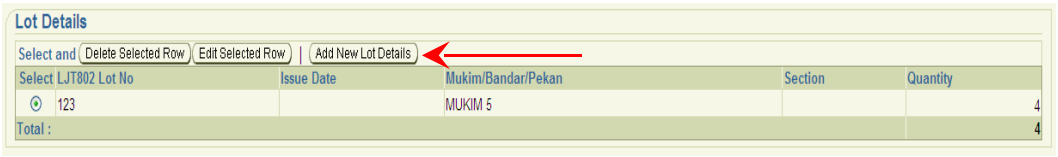
7. To fill in Lot Details Click *Add New Lot Details* in the New Lots Section.



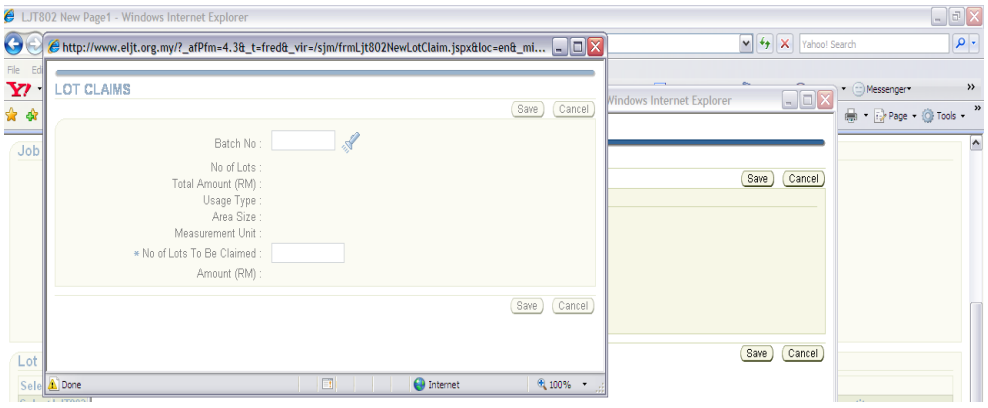
8. A pop up windows will appear. Fill up the *Lot Details* accordingly and press *Save*.



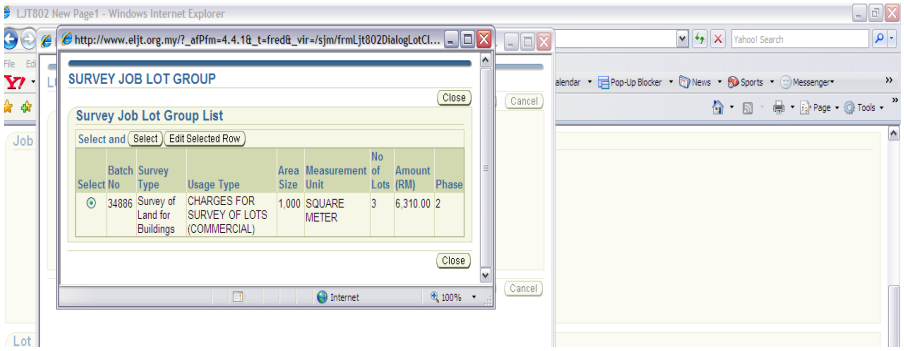
9. The system will show you the data in the *Lot Details* section. You can edit, delete and even add another Lot Details by clicking the button accordingly.



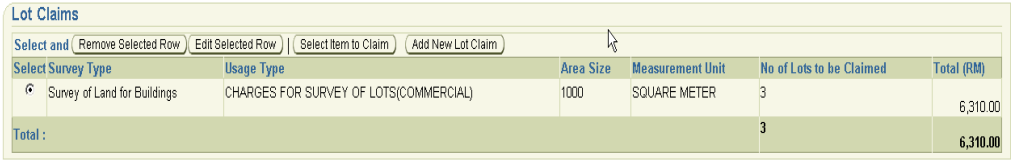
10. After filling in your *Lot Details*, proceed with *Lot Claims* Section.



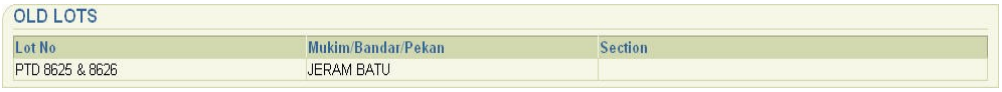
11. Select *Batch No*. and a pop up windows screen will appear. Select the Job and close the window.



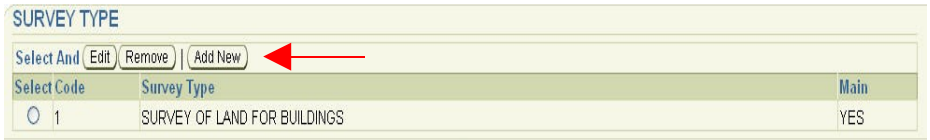
12. After filling in your Survey Job Lot Group List, you can edit, delete and even add another if you wish to by clicking the button accordingly.



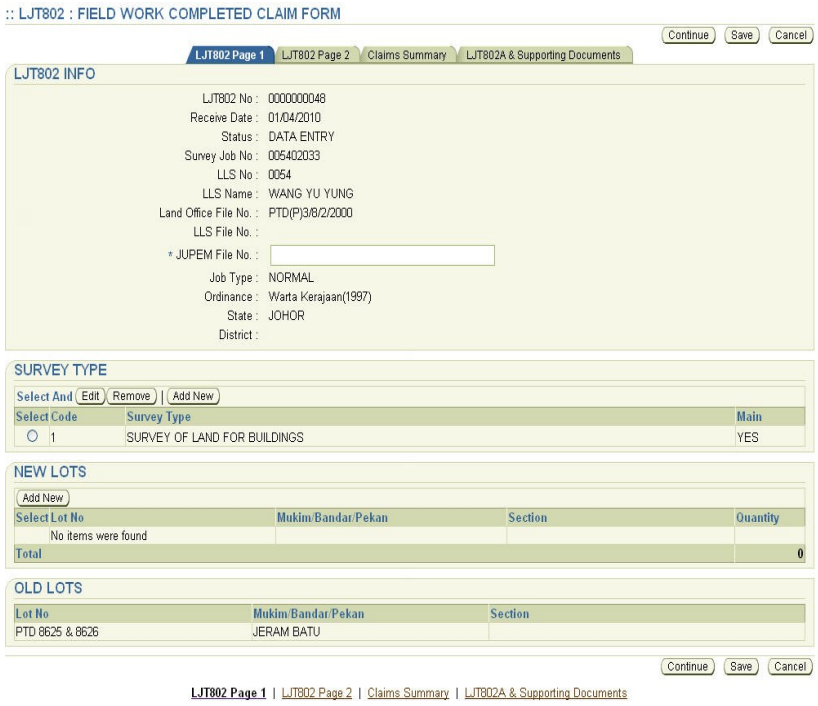
13. You can also see the old lot in *OLD LOT* details.



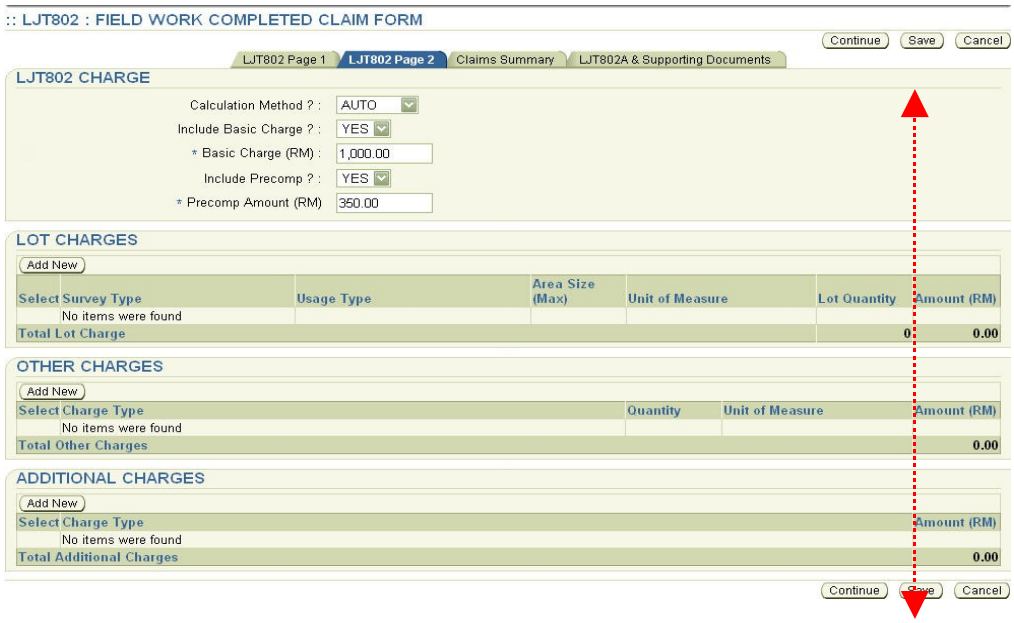
14. Fill *Survey Type* detail if necessary. You can edit, delete and even add another if you wish to by clicking the button accordingly.



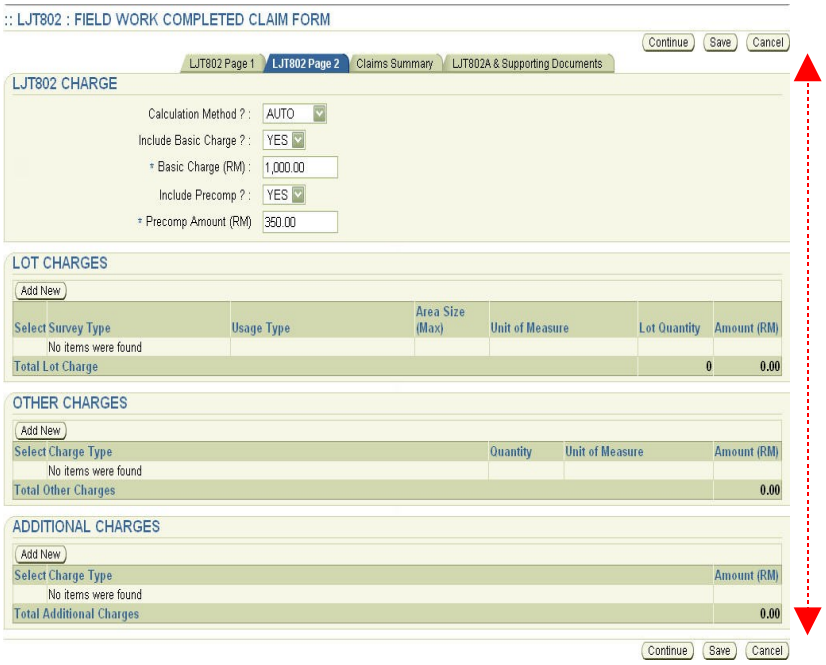
15. Fill in the mandatory field accordingly. Click *Continue*.



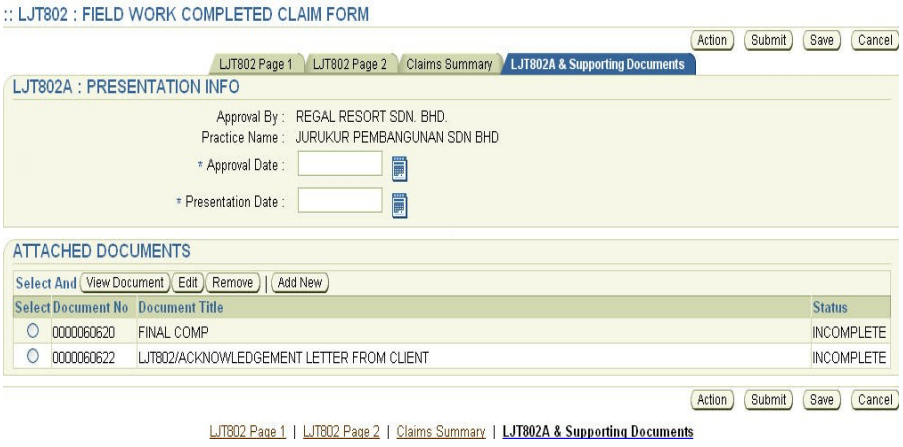
18. The second tab in *LJT 802* is | LJT 802A |. Under this section, you have to fill in the details of your date of approval and presentation. See the attachment below. You can use the calendar function by pressing the button. Then Press *Continue* button to proceed with the application. You can also save the application by pressing the *Save* button.



19. The third tab in *LJT 802* is | Claim & Summary |. Under this section, the systems will summaries you the claim of your survey fee. Then Press Continue button to proceed the application. You can save the application by pressing the *Save* button.

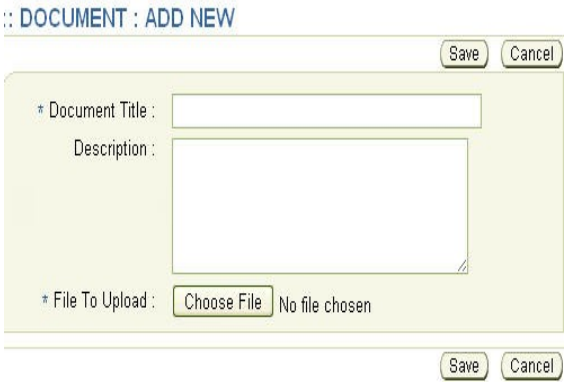


20. Do remember to fill in the last tab: Supporting Document. In this section, you can attach your supporting documents required to register your claim, e.g. Final Comp and LJT802/Acknowledgement letter from client.



21. To add attached documents, click *Add New Documents* button.

22. A pop up windows will appear. Fill in all the particulars required.



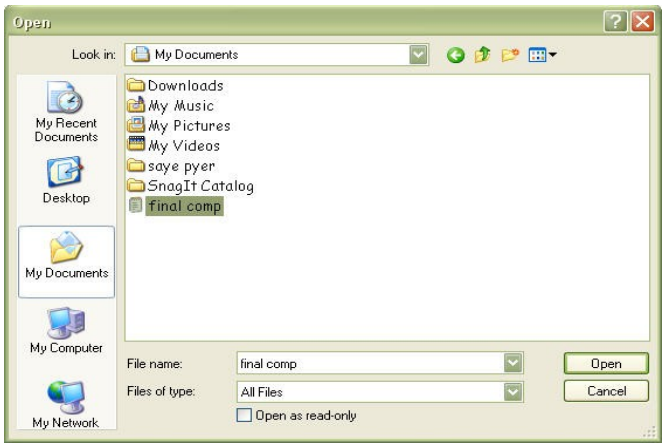
...see 4.0 Managing your Scanning document

.....see 4.0 Managi

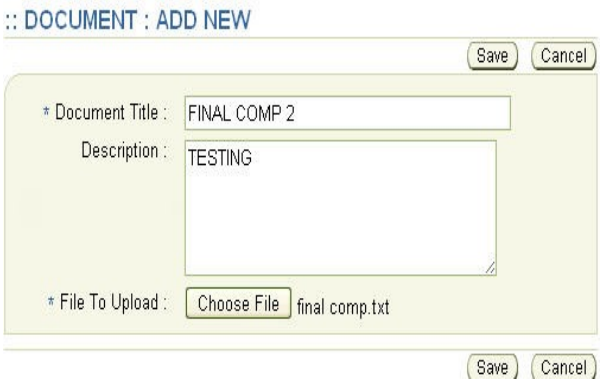
For *Document Title*, it is recommended if you put the document reference for future convenient, and for *Description,* fill in the important info such Date of the document.

23. For the *File To Upload*, click *Browse*.

24. Choose your scanned document file from it path. Then click *Open*.



25. The system will automatically grab your file path. Click *Save*.



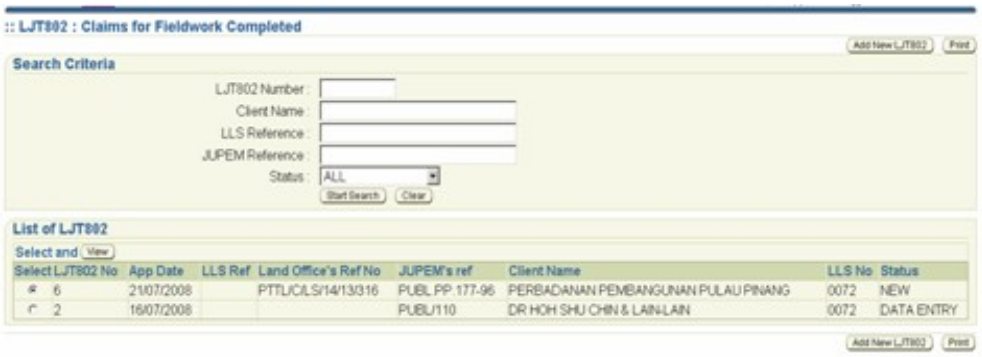
26. After you add a document, you can edit, delete and view you documents by clicking the button accordingly. Always remember to select the item before you press the *Edit, Delete or Add New* button, by default the system will point to the first item in the line.

27. Before you save your registration application, make sure you have checked the agree statement, then click *Save*.

28. You can submit the application by clicking the *Submit* button. Your application will be in *New* Status. You can save the application by clicking the *Save* button, then it will appear as *Date Entry* status.

Under the status *DATA ENTRY*, you still can modify your data by clicking *Edit* button.

29. Congratulations. Now you application is under status *NEW*. You have successfully submitted your application.



You cannot edit your application in status *NEW*

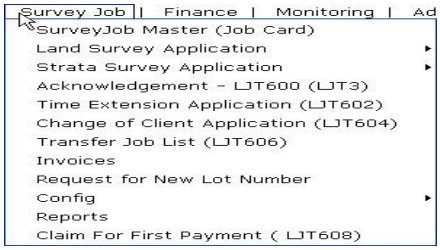
.

After *NEW*, your application will be *VERIFIED* (process) by LJT Officer. Once your applicant registered officially, the status will change to *APPROVED*

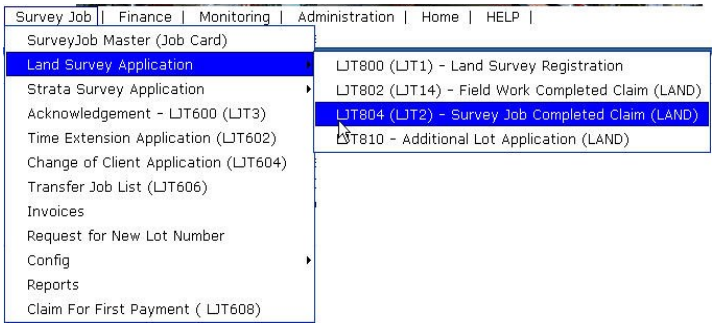
3.2.3 LJT 804 – Survey Job Completed Claim (LAND)

Below are the steps-by-steps on how to register a Survey Job Completed Claim (LAND). Remember to submit LJT600 – Acknowledgement for submission of Plan and other documents which is known as LJT3 first before you do the application of LJT 804.

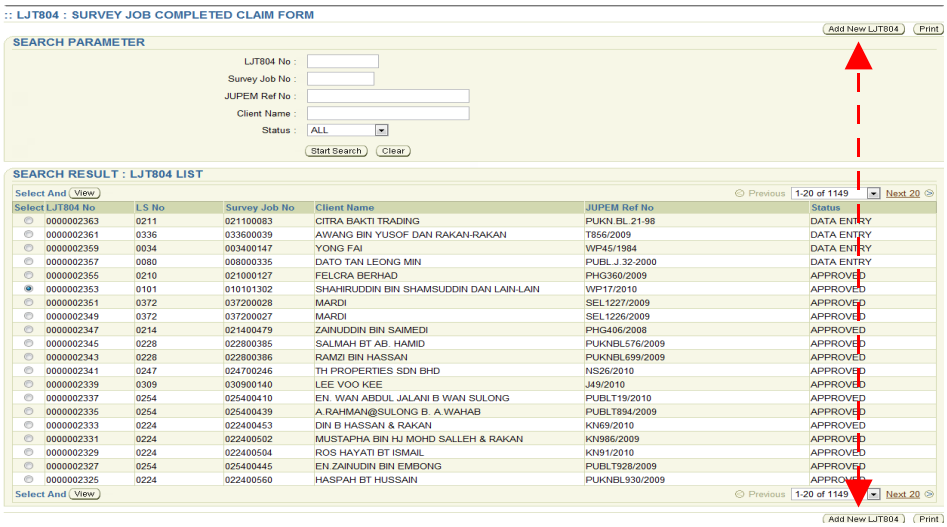
1. Go to the system menu and point to Survey Job.
   The menu will show a drop down sub-menu



2. Go to *Land Survey Application | LJT 804 – Survey Job Completed Claim (LAND).*

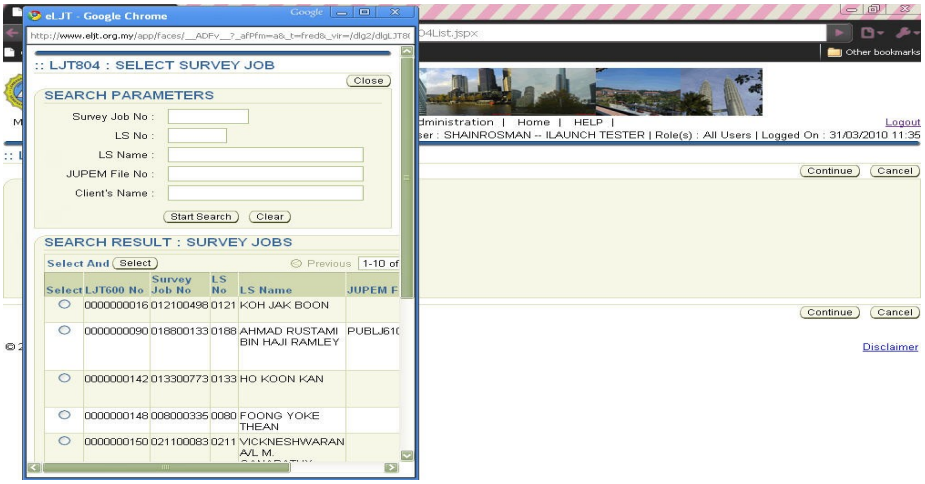

Survey Job | Finance | Monitoring | Administration | Home | HELP |
SurveyJob Master (Job Card)
Land Survey Application
Strata Survey Application
Acknowledgement - LJT600 (LJT3)
Time Extension Application (LJT602)
Change of Client Application (LJT604)
Transfer Job List (LJT606)
Invoices
Request for New Lot Number
Config
Reports
Claim For First Payment (LJT608)
LJT800 (LJT1) - Land Survey Registration
LJT802 (LJT14) - Field Work Completed Claim (LAND)
LJT804 (LJT2) - Survey Job Completed Claim (LAND)
LJT810 - Additional Lot Application (LAND)

3. The system will bring you to *LJT 804 Search Criteria*. Click *Add New LJT 804.*


:: LJT804 : SURVEY JOB COMPLETED CLAIM FORM
Add New LJT804
Print
SEARCH PARAMETER
LJT804 No :
Survey Job No :
JUPEM Ref No :
Client Name :
Status : ALL
Start Search
Clear
SEARCH RESULT : LJT804 LIST
Select And View
Previous 1-20 of 1149 Next 20
Select LJT804 No | LS No | Survey Job No | Client Name | JUPEM Ref No | Status
0000002363 | 0211 | 021100083 | CITRA BAKTI TRADING | PUKN.BL.21-98 | DATA ENTRY
0000002361 | 0336 | 033600039 | AWANG BIN YUSOF DAN RAKAN-RAKAN | T856/2009 | DATA ENTRY
0000002359 | 0034 | 003400147 | YONG FAI | WP45/1984 | DATA ENTRY
0000002357 | 0080 | 008000335 | DATO TAN LEONG MIN | PUBL J.32-2000 | DATA ENTRY
0000002355 | 0210 | 021000127 | FELCRA BERHAD | PHG360/2009 | APPROVED
0000002353 | 0101 | 010101302 | SHAHIRUDDIN BIN SHAMSUDDIN DAN LAIN-LAIN | WP17/2010 | APPROVED
0000002351 | 0372 | 037200028 | MARDI | SEL1227/2009 | APPROVED
0000002349 | 0372 | 037200027 | MARDI | SEL1226/2009 | APPROVED
0000002347 | 0214 | 021400479 | ZAINUDDIN BIN SAIMEDI | PHG406/2008 | APPROVED
0000002345 | 0228 | 022800385 | SALMAH BT AB. HAMID | PUKNBL576/2009 | APPROVED
0000002343 | 0228 | 022800386 | RAMZI BIN HASSAN | PUKNBL699/2009 | APPROVED
0000002341 | 0247 | 024700246 | TH PROPERTIES SDN BHD | NS26/2010 | APPROVED
0000002339 | 0309 | 030900140 | LEE VOO KEE | J49/2010 | APPROVED
0000002337 | 0254 | 025400410 | EN. WAN ABDUL JALANI B WAN SULONG | PUBLT19/2010 | APPROVED
0000002335 | 0254 | 025400439 | A.RAHMAN@SULONG B. A.WAHAB | PUBLT894/2009 | APPROVED
0000002333 | 0224 | 022400453 | DIN B HASSAN & RAKAN | KN69/2010 | APPROVED
0000002331 | 0224 | 022400502 | MUSTAPHA BIN HJ MOHD SALLEH & RAKAN | KN986/2009 | APPROVED
0000002329 | 0224 | 022400504 | ROS HAYATI BT ISMAIL | KN91/2010 | APPROVED
0000002327 | 0254 | 025400445 | EN.ZAINUDDIN BIN EMBONG | PUBLT928/2009 | APPROVED
0000002325 | 0224 | 022400560 | HASPAH BT HUSSAIN | PUKNBL930/2009 | APPROVED
Select And View
Previous 1-20 of 1149 Next 20
Add New LJT804
Print

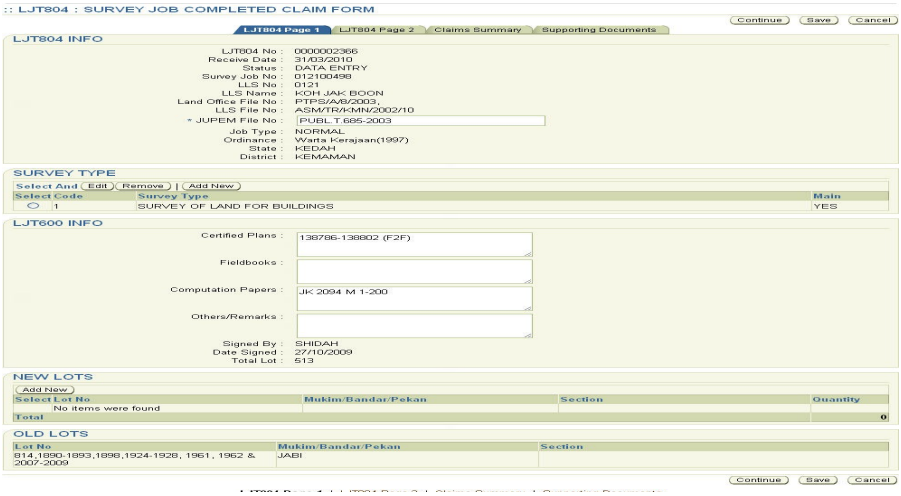
4. Choose LTJ600 Number accordingly. Click *Continue*.

5. You also can search the job by using lookup function. A pop up windows will appear. Choose the job number and press *Select.*



6. On the next page, you will see LJT804 being divided into 4 tabs.

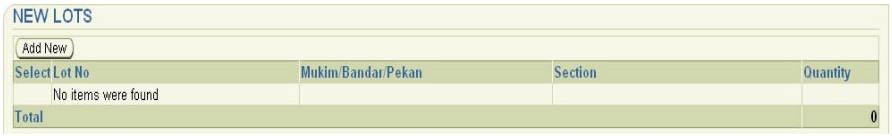
LJT 804 Page 1 LJT 804 Page 2 | Claim Summary | Supporting Documents



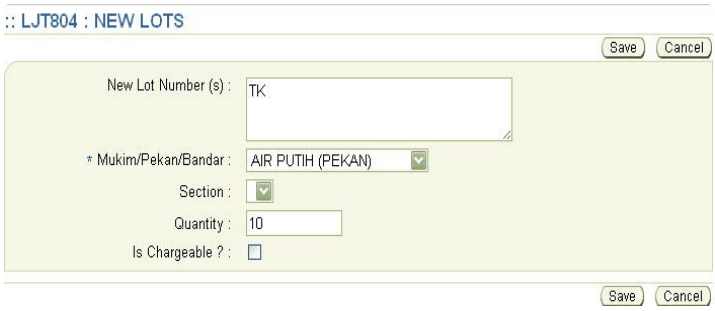
7. Under LJT 802, the information required is divided into 3 parts.

| LJT 804 Info | Survey Type | LJT600 Info | New Lots | Old Lots |

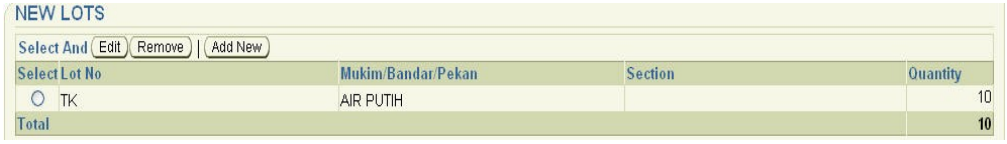
8. To fill in Lot Details, click *Add New* in the New Lots Section.



9. A pop up windows will appear. Fill up the *New Lots* accordingly and press *Save*.



10. The *New Lots* information is shown in the section. You can also edit, delete and even add another if you wish to by clicking the button accordingly

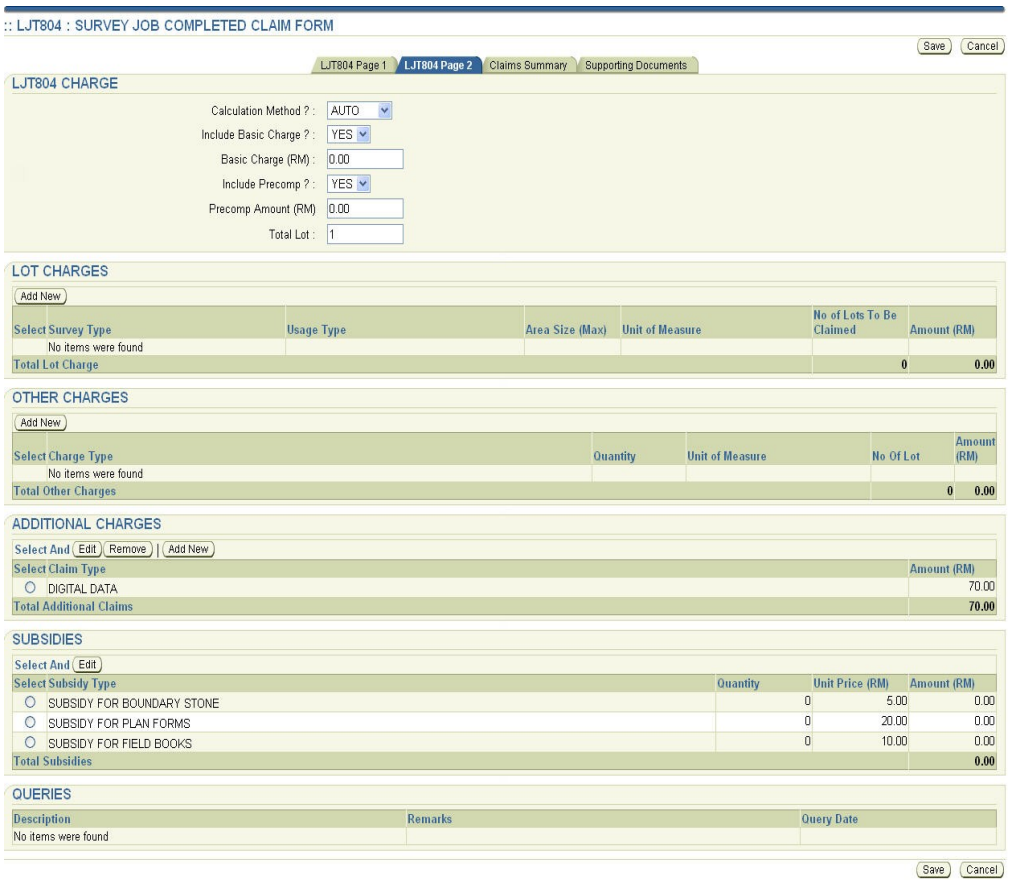


11. The second tab in *LJT 804* is | LJT 804 Page 2 |. Under this section, you have to fill in the details of your survey charge as in [LJT, page 2] . As you can see, the layout and fields are difference from the manual form. The survey fee charge has been categorized into four parts.

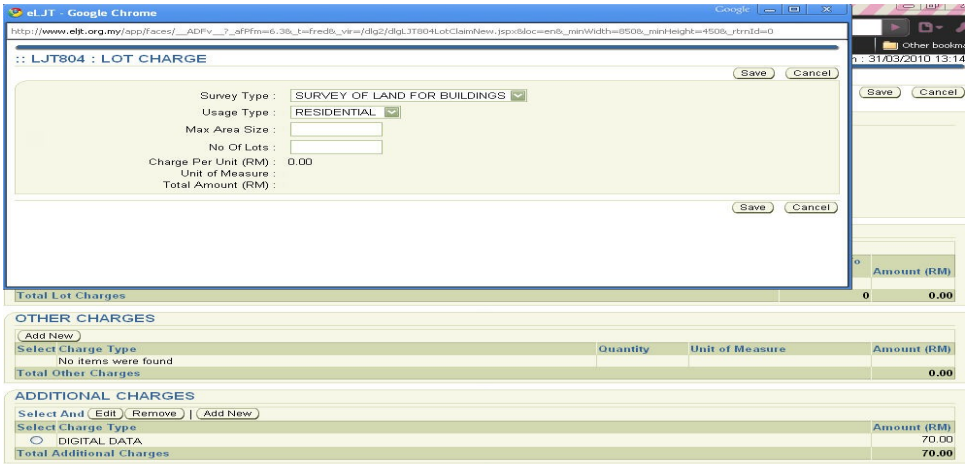
.

| LOT CHARGES | OTHER CHARGES | ADDITIONAL CHARGES | SUBSIDIES |

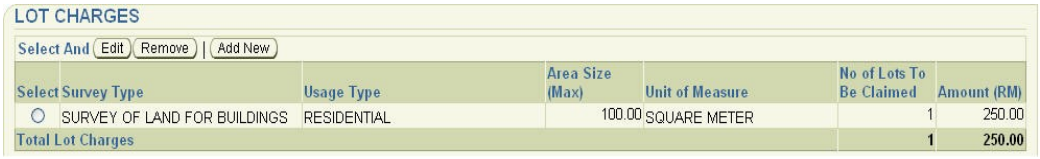
Follow the steps below to guide you fill in the details.



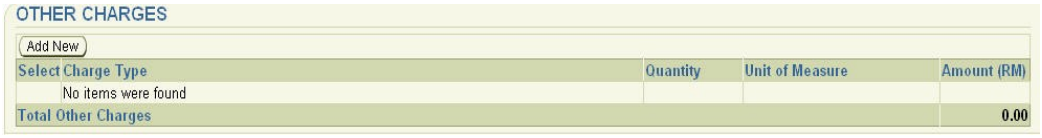
12. Select ADD NEW and a pop up windows screen will appear. Select the Survey Type and save the window.



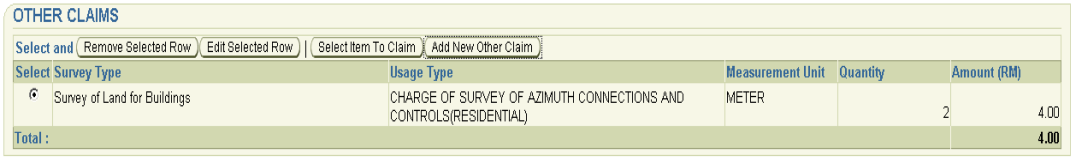
13. After filling in your Survey Job Lot Group List, you can edit, delete and even add another if you wish to by clicking the button accordingly.



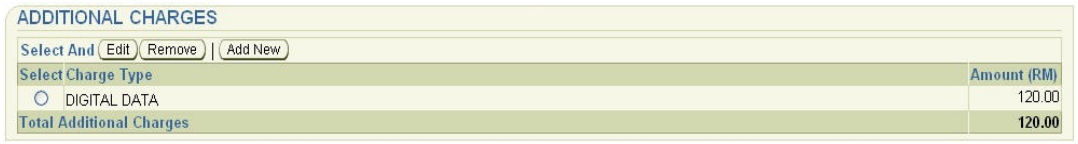
14. Fill *Other Charges* detail if necessary.



15. You can also edit, delete and even add another if you wish to by clicking the button accordingly.



16. Fill *New Additional Charges* detail if necessary. You can also edit, delete and even add another if you wish to by clicking the button accordingly.

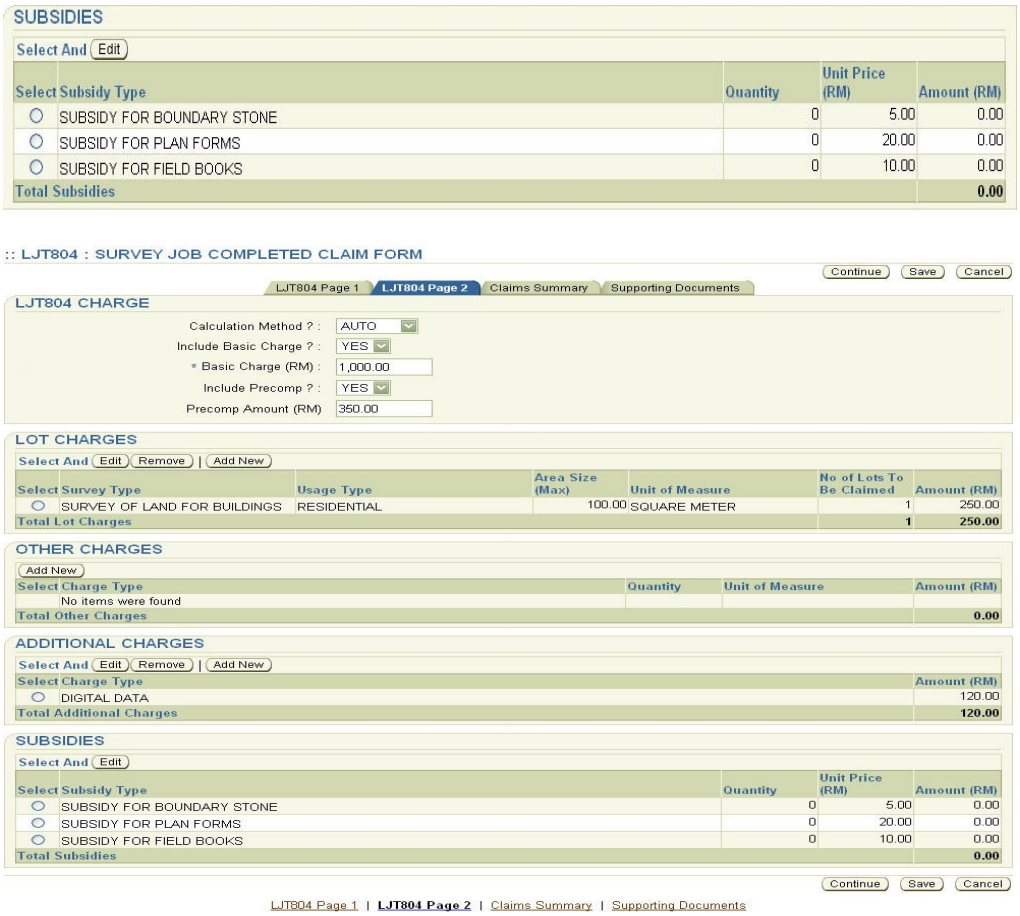


ADDITIONAL CHARGES

Select And Edit Remove | Add New

Select	Charge Type	Amount (RM)
○	DIGITAL DATA	120.00
Total Additional Charges		120.00

17. The last part is about subsidy information. Click *Continue* to proceed with the form.



SUBSIDIES

Select And Edit

Select	Subsidy Type	Quantity	Unit Price (RM)	Amount (RM)
○	SUBSIDY FOR BOUNDARY STONE	0	5.00	0.00
○	SUBSIDY FOR PLAN FORMS	0	20.00	0.00
○	SUBSIDY FOR FIELD BOOKS	0	10.00	0.00
Total Subsidies				0.00

:: LJT804 : SURVEY JOB COMPLETED CLAIM FORM

Continue Save Cancel

LJT804 Page 1 | LJT804 Page 2 | Claims Summary | Supporting Documents

LJT804 CHARGE

Calculation Method ? : AUTO
Include Basic Charge ? : YES
* Basic Charge (RM) : 1,000.00
Include Precomp ? : YES
Precomp Amount (RM) 350.00

LOT CHARGES

Select And Edit Remove | Add New

Select	Survey Type	Usage Type	Area Size (Max)	Unit of Measure	No of Lots To Be Claimed	Amount (RM)
○	SURVEY OF LAND FOR BUILDINGS	RESIDENTIAL	100.00	SQUARE METER	1	250.00
Total Lot Charges					1	250.00

OTHER CHARGES

Add New

Select	Charge Type	Quantity	Unit of Measure	Amount (RM)
	No items were found			
Total Other Charges				0.00

ADDITIONAL CHARGES

Select And Edit Remove | Add New

Select	Charge Type	Amount (RM)
○	DIGITAL DATA	120.00
Total Additional Charges		120.00

SUBSIDIES

Select And Edit

Select	Subsidy Type	Quantity	Unit Price (RM)	Amount (RM)
○	SUBSIDY FOR BOUNDARY STONE	0	5.00	0.00
○	SUBSIDY FOR PLAN FORMS	0	20.00	0.00
○	SUBSIDY FOR FIELD BOOKS	0	10.00	0.00
Total Subsidies				0.00

Continue Save Cancel

LJT804 Page 1 | LJT804 Page 2 | Claims Summary | Supporting Documents

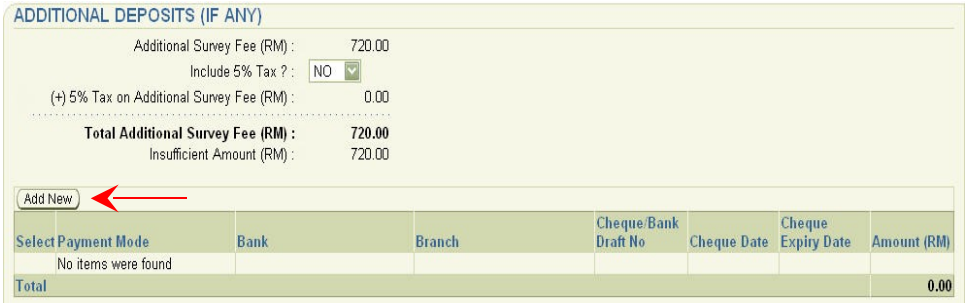
18. The third tab in *LJT 804* is | Claim & Summary |. Under this section, the systems will summaries for you, the Deposit and Claim of your survey fee. As you can see, the section has been categorized into 6 parts.

    | DEPOSIT INFORMATION | SURVEY FEES | CLAIMS | ADDITIONAL DEPOSITS|REFUND|LEVIES||

> ADDITIONAL DEPOSITS will be displayed if the deposits need to be top up.

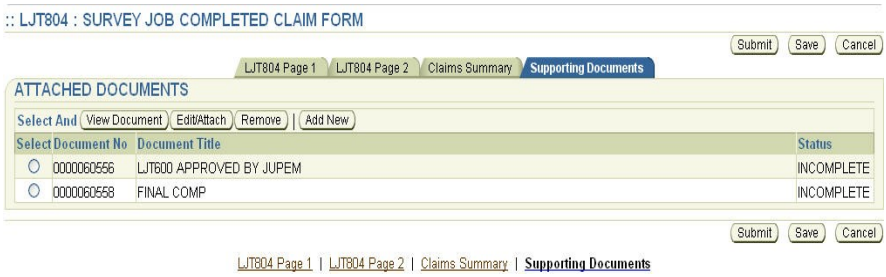
:: LJT804 : SURVEY JOB COMPLETED CLAIM FORM
Continue
Save
Cancel
LJT804 Page 1
LJT804 Page 2
Claims Summary
Supporting Documents
DEPOSIT INFORMATION
Total Stage Deposit (RM) : 350.00
(-) Stage Claim Todate (RM) : 346.50
(-) Stage Levy Todate (RM) : 3.50
(-) Stage Refund Todate (RM) : 0.00
Outstanding Balance (RM) : 0.00
SURVEY FEES (FROM PAGE 2)
Splitting : YES
Survey Fees (RM) : 1,070.00
(+) Precomp Amount (RM) : 350.00
Total Survey Fees (RM) : 1,420.00
81% of Survey Fees (RM) : 866.7
(-) Claims Paid Todate (RM) : 346.50
Claim Limit (RM) : 520.20
CLAIMS
Survey Fee to Claim (Up to 81%) (RM) : 520.20
(+) 5% Tax on Additional Deposit (RM) : 0.00
(+) Material Subsidy (RM) : 0.00
Total Claim Amount (RM) : 520.20
ADDITIONAL DEPOSITS (IF ANY)
Additional Survey Fee (RM) : 720.00
Include 5% Tax ? : NO
(+) 5% Tax on Additional Survey Fee (RM) : 0.00
Total Additional Survey Fee (RM) : 720.00
Insufficient Amount (RM) : 720.00
Add New
Select Payment Mode Bank Branch Cheque/Bank Draft No Cheque Date Cheque Expiry Date Amount (RM)
No items were found
Total 0.00
REFUND
Refund (RM) : 0.00
LEVIES
Levy (1%) for Additional Deposit (RM) : 7.20
Levy (1%) for Refund (RM) : 0.00
Continue
Save
Cancel
LJT804 Page 1 | LJT804 Page 2 | Claims Summary | Supporting Documents

19. Do not forget to fill in the ADDITIONAL DEPOSIT detail. Click *Add New Deposit* button.


ADDITIONAL DEPOSITS (IF ANY)
Additional Survey Fee (RM) : 720.00
Include 5% Tax ? : NO
(+) 5% Tax on Additional Survey Fee (RM) : 0.00
Total Additional Survey Fee (RM) : 720.00
Insufficient Amount (RM) : 720.00
Add New
Select Payment Mode Bank Branch Cheque/Bank Draft No Cheque Date Cheque Expiry Date Amount (RM)
No items were found
Total 0.00

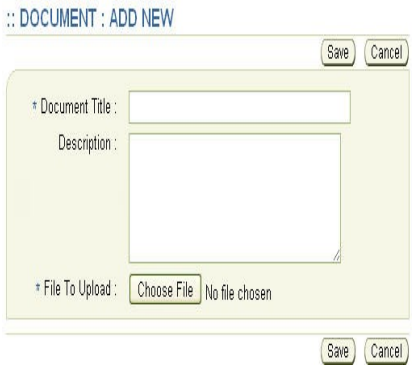
20. A pop up windows will appear. After you have filled in all the particulars, click *Save*.

21. Do remember to fill in the last tab: Supporting Document. In this section, you can attach your supporting documents required to register your claim.



22. To add attached documents, click *Add New Documents* button.

23. A pop up windows will appear. Fill in all the particulars required.

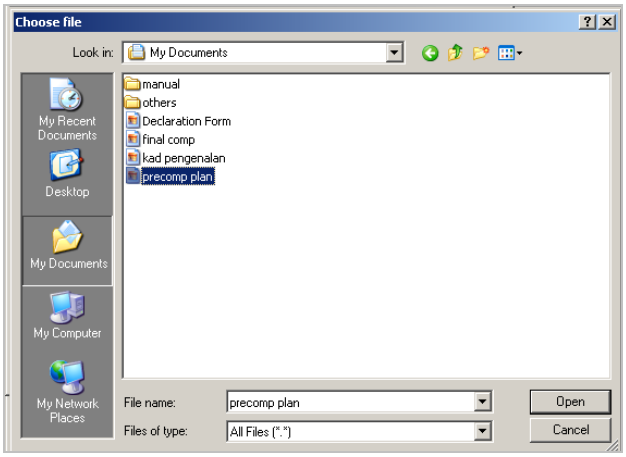


...see 4.0 Managing your scanning document

For *Document Title*, it is recommended if you put the document reference for future convenient, and for *Description,* fill in the important info such Date of the document.

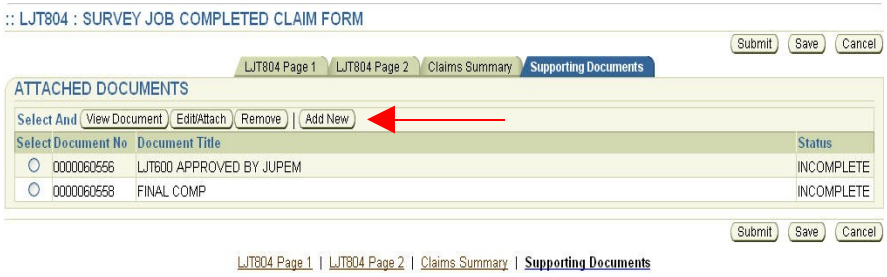
24. For the *File To Upload*, click *Browse*.

25. Choose your scanned document file from it path. Then click *Open*.



26. The system will automatically grab your file path. Click *Save*.

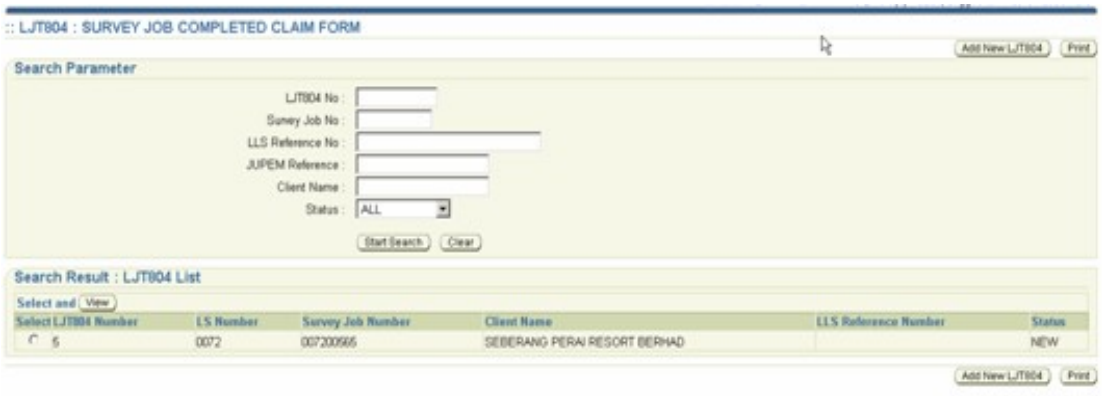
27. After you add a document, you can edit, delete and view you documents by clicking the button accordingly. Always remember to select the item before you press the *Edit / Delete* button, by default the system will point to the first item in the line.



28. You can submit the application by clicking the *Submit* button. Your application will be in *New* Status. You also can save the application by clicking the *Save* button, then it will appear as *Date Entry* status.

Under the status *DATA ENTRY*, you can still modify your data by clicking *Edit* button.

29. Congratulations. Now you application is under status *NEW*. You have successfully submitted your application.



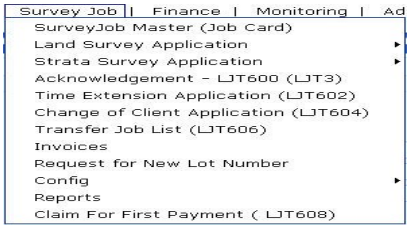
You cannot edit your application in status *NEW*

After *NEW*, your application will be *VERIFIED* (process) by LJT Officer. Once your applicant registered officially, the status will change to *APPROVED*

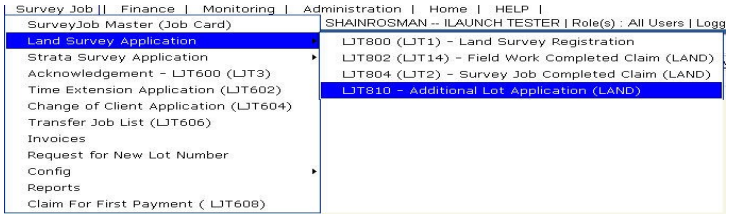
3.2.4 LJT 810 – Additional Lot Application (LAND)

Below are the steps-by-steps on how to register a Survey Job Completed Claim (LAND).

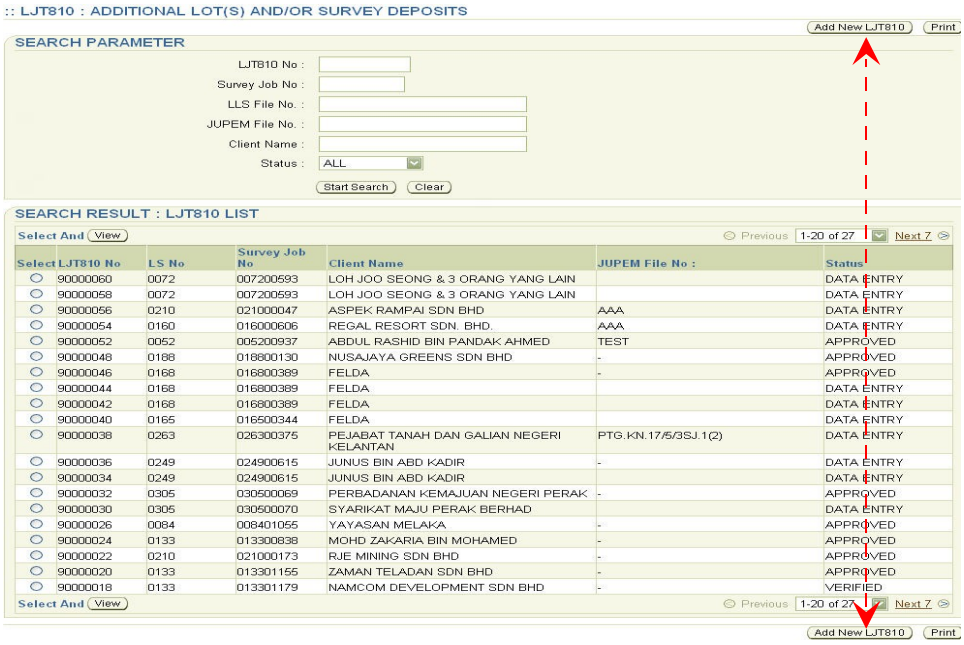
1. Go to the system menu and point to Survey Job.
   The menu will show a drop down sub-menu



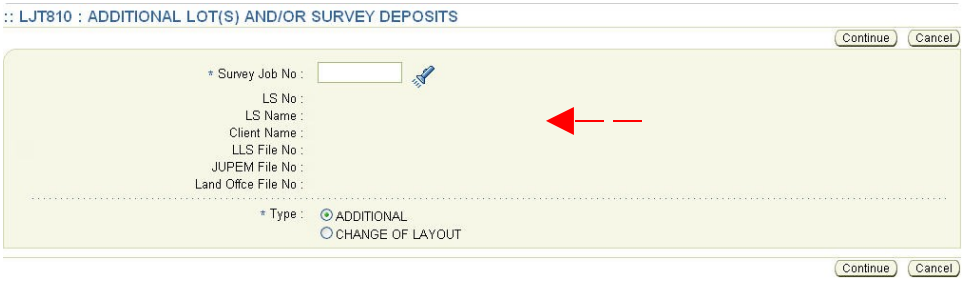
2. Go to *Land Survey Application | LJT 810 – Additional Lot Application (LAND).*


Survey Job | Finance | Monitoring | Administration | Home | HELP |
SurveyJob Master (Job Card)
Land Survey Application
Strata Survey Application
Acknowledgement - LJT600 (LJT3)
Time Extension Application (LJT602)
Change of Client Application (LJT604)
Transfer Job List (LJT606)
Invoices
Request for New Lot Number
Config
Reports
Claim For First Payment (LJT608)
SHAINROSMAN -- ILAUNCH TESTER | Role(s) : All Users | Logg
LJT800 (LJT1) - Land Survey Registration
LJT802 (LJT14) - Field Work Completed Claim (LAND)
LJT804 (LJT2) - Survey Job Completed Claim (LAND)
LJT810 - Additional Lot Application (LAND)

3. The system will bring you to *LJT 810 Search Criteria*. Click *Add New LJT 810.*


:: LJT810 : ADDITIONAL LOT(S) AND/OR SURVEY DEPOSITS
Add New LJT810
Print
SEARCH PARAMETER
LJT810 No :
Survey Job No :
LLS File No. :
JUPEM File No. :
Client Name :
Status :
ALL
Start Search
Clear
SEARCH RESULT : LJT810 LIST
Select And View
Previous 1-20 of 27 Next 7
Select LJT810 No LS No Survey Job No Client Name JUPEM File No : Status
90000060 0072 007200593 LOH JOO SEONG & 3 ORANG YANG LAIN DATA ENTRY
90000058 0072 007200593 LOH JOO SEONG & 3 ORANG YANG LAIN DATA ENTRY
90000056 0210 021000047 ASPEK RAMPAI SDN BHD AAA DATA ENTRY
90000054 0160 016000606 REGAL RESORT SDN. BHD. AAA DATA ENTRY
90000052 0052 005200937 ABDUL RASHID BIN PANDAK AHMED TEST APPROVED
90000048 0188 018800130 NUSAJAYA GREENS SDN BHD - APPROVED
90000046 0168 016800389 FELDA - APPROVED
90000044 0168 016800389 FELDA DATA ENTRY
90000042 0168 016800389 FELDA DATA ENTRY
90000040 0165 016500344 FELDA DATA ENTRY
90000038 0263 026300375 PEJABAT TANAH DAN GALIAN NEGERI KELANTAN PTG.KN.17/5/3SJ.1(2) DATA ENTRY
90000036 0249 024900615 JUNUS BIN ABD KADIR - DATA ENTRY
90000034 0249 024900615 JUNUS BIN ABD KADIR DATA ENTRY
90000032 0305 030500069 PERBADANAN KEMAJUAN NEGERI PERAK - APPROVED
90000030 0305 030500070 SYARIKAT MAJU PERAK BERHAD DATA ENTRY
90000026 0084 008401055 YAYASAN MELAKA - APPROVED
90000024 0133 013300838 MOHD ZAKARIA BIN MOHAMED - APPROVED
90000022 0210 021000173 RJE MINING SDN BHD - APPROVED
90000020 0133 013301155 ZAMAN TELADAN SDN BHD - APPROVED
90000018 0133 013301179 NAMCOM DEVELOPMENT SDN BHD - VERIFIED
Select And View
Previous 1-20 of 27 Next 7
Add New LJT810
Print

4. Choose Job Number accordingly. Click the icon.



5. A pop up windows will appear. Choose the job number and press *Select.*

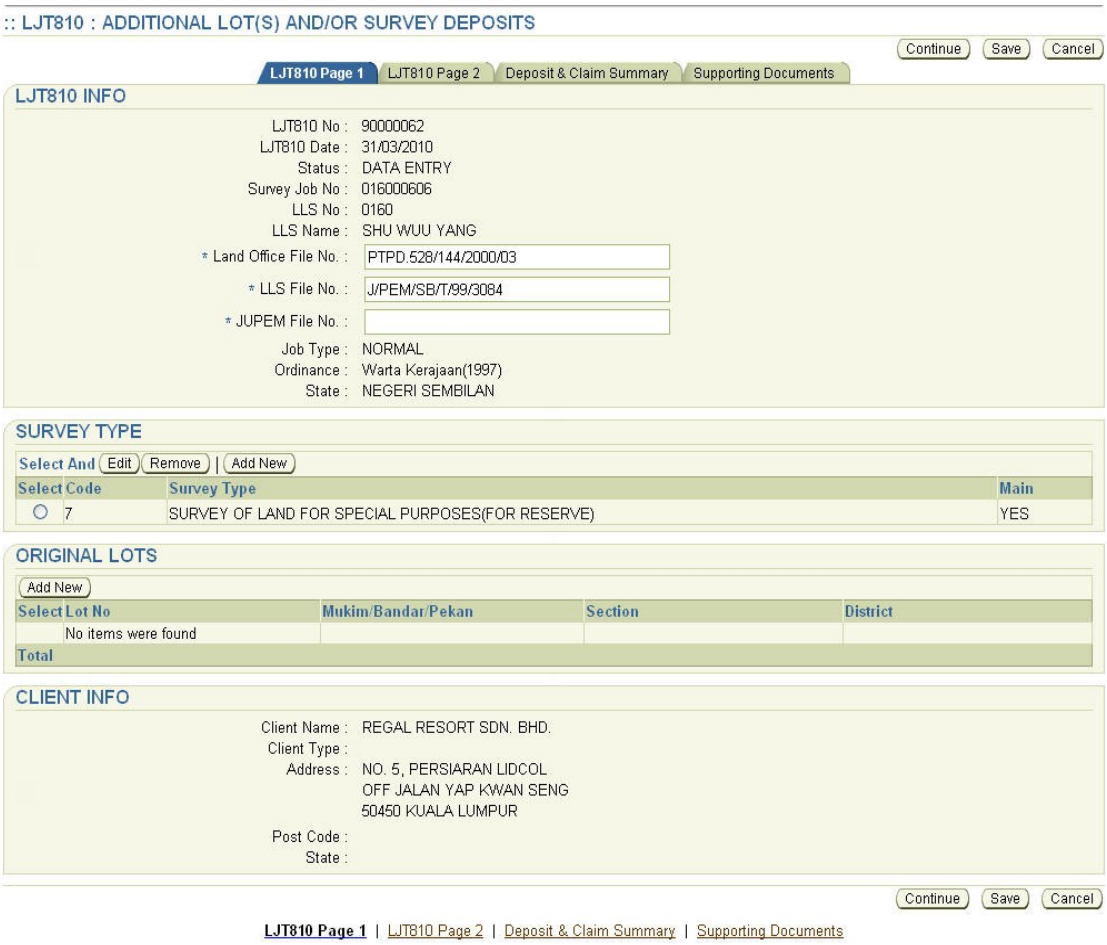
:: LJT810 : SELECT SURVEY JOB
Close
SEARCH PARAMETERS
Survey Job No :
LS No :
LS Name :
Land Office File No. :
Client Name :
Start Search
Clear
SEARCH RESULT : SURVEY JOBS
Select And Select
Previous 1-10 of 19290 Next 10
Select Survey Job No LS No LS Name Land Office File No Client Name
016000606 0160 SHU WUU YANG PTPD.528/144/2000/03 REGAL RESORT SDN. BHD.
021000047 0210 MOHD HANIFA BIN K. ABD HAMID PTD.P 6/170/00 ASPEK RAMPAI SDN BHD
024400001 0244 MAHMUD BIN ALI PTDP.6/192/01 CHIN YOKE YIN
005402033 0054 WANG YU YUNG PTD(P)3/8/2/2000 B.P. DEVELOPMENT SDN. BHD.
015100281 0151 MOHD. RAZALI BIN ABDULLAH PTBD/C/4/2000 CHE JAM BT. HAROON

6. Choose Job Number accordingly. Click *Continue*.

:: LJT810 : ADDITIONAL LOT(S) AND/OR SURVEY DEPOSITS
Continue
Cancel
* Survey Job No : 016000606
LS No : 0160
LS Name : SHU WUU YANG
Client Name : REGAL RESORT SDN. BHD.
LLS File No : J/PEM/SB/T/99/3084
JUPEM File No :
Land Office File No : PTPD.528/144/2000/03
* Type : ADDITIONAL
CHANGE OF LAYOUT
Continue
Cancel

7. On the next page, you will see LJT810 being divided into 4 tabs.

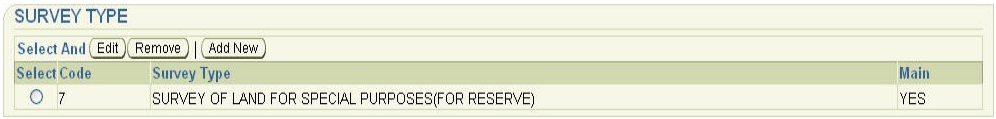
LJT 810 Page 1 | LJT 810 Page 2 | Deposit & Claim Summary | Supporting Documents


:: LJT810 : ADDITIONAL LOT(S) AND/OR SURVEY DEPOSITS
Continue
Save
Cancel
LJT810 Page 1
LJT810 Page 2
Deposit & Claim Summary
Supporting Documents
LJT810 INFO
LJT810 No : 90000062
LJT810 Date : 31/03/2010
Status : DATA ENTRY
Survey Job No : 016000606
LLS No : 0160
LLS Name : SHU WUU YANG
* Land Office File No. : PTPD.528/144/2000/03
* LLS File No. : J/PEM/SB/T/99/3084
* JUPEM File No. :
Job Type : NORMAL
Ordinance : Warta Kerajaan(1997)
State : NEGERI SEMBILAN
SURVEY TYPE
Select And Edit Remove | Add New
Select Code Survey Type Main
7 SURVEY OF LAND FOR SPECIAL PURPOSES(FOR RESERVE) YES
ORIGINAL LOTS
Add New
Select Lot No Mukim/Bandar/Pekan Section District
No items were found
Total
CLIENT INFO
Client Name : REGAL RESORT SDN. BHD.
Client Type :
Address : NO. 5, PERSIARAN LIDCOL
OFF JALAN YAP KWAN SENG
50450 KUALA LUMPUR
Post Code :
State :
Continue
Save
Cancel
LJT810 Page 1 | LJT810 Page 2 | Deposit & Claim Summary | Supporting Documents

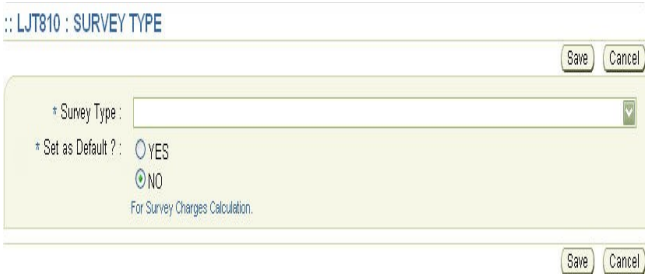
8. Under LJT 810, the information required is divided into 5 parts.

LJT 810 Info | Deposit Confirmation Info | Job Info | Survey Type | Lot Info

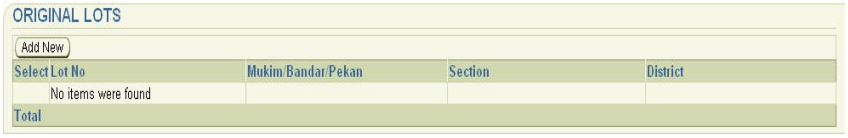
9. To fill in Survey Type Click *Add New Lot Details* in the Lot Details Section.


SURVEY TYPE
Select And Edit Remove | Add New
Select Code Survey Type Main
7 SURVEY OF LAND FOR SPECIAL PURPOSES(FOR RESERVE) YES

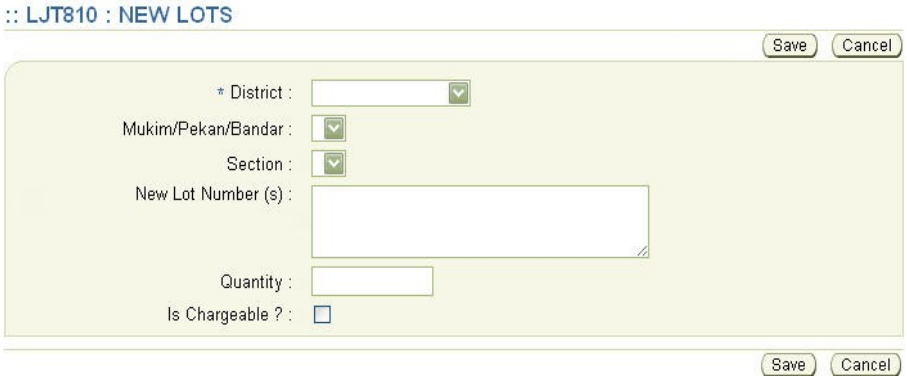
10. A pop up windows will appear. Fill up the *Survey Type* accordingly and press *Save*.



11. After filling in your *Survey Type*, proceed with *Original Lots* Section.

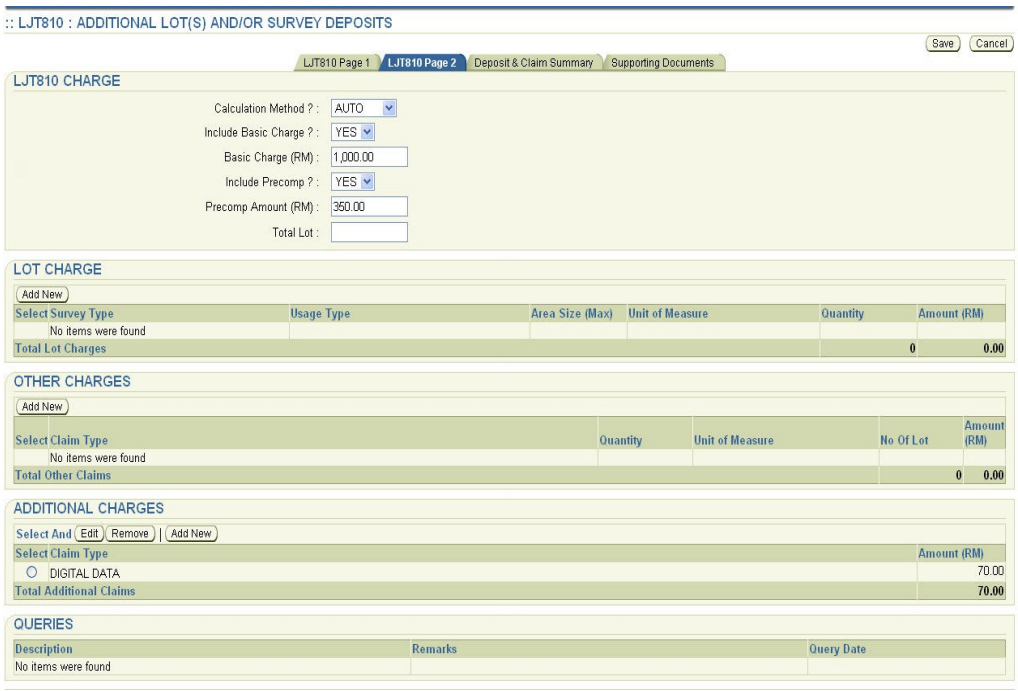


12. Click *Add New* button, then a pop up windows will appear. Fill up the *New Lots* accordingly and press *Save.*

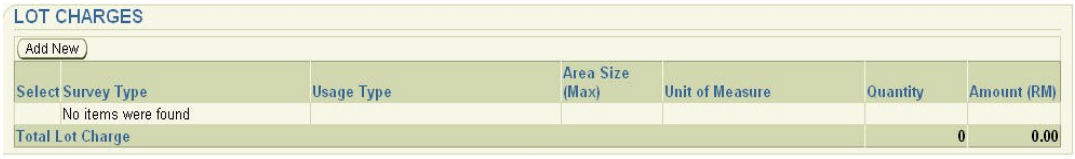


13. Click Continue button and the next page will appear.

`

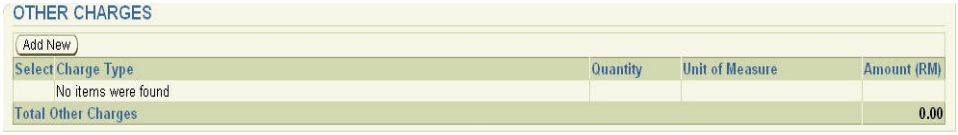


14. To fill in Lot Chargers Click *Add New* in the *Lot Chargers* section.



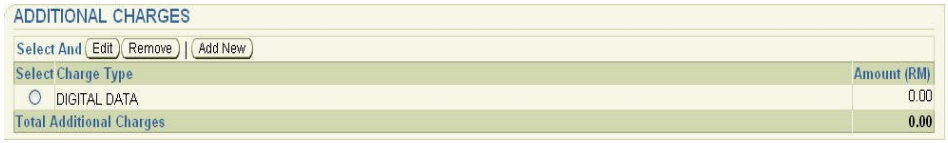
15. A pop up windows will appear. Fill up the *Lot Chargers* accordingly and press *Save*.

16. To fill in Other Chargers Click *Add New* in the *Other Chargers* section.



17. A pop up windows will appear. Fill up the *Other Chargers* accordingly and press *Save*.

18. To fill in Additional Chargers Click *Add New Additional Chargers* in the *Additional Chargers* section.

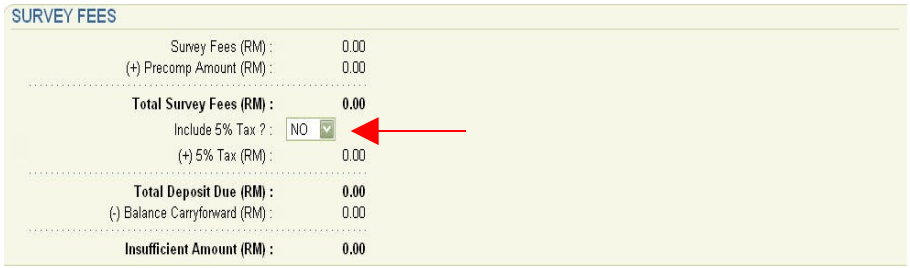


19. A pop up windows will appear. Fill up the *Additional Chargers* accordingly and press *Save*.

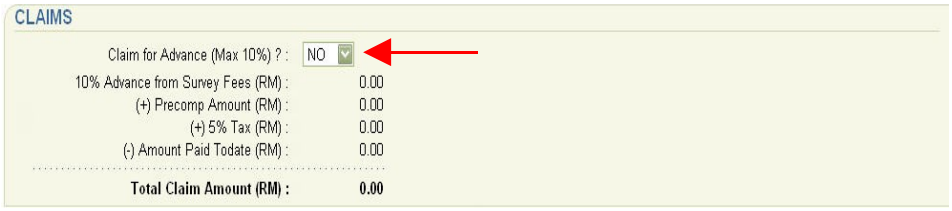
20. Click Continue, then the next page will displays.

:: LJT810 : ADDITIONAL LOT(S) AND/OR SURVEY DEPOSITS
Continue
Save
Cancel
LJT810 Page 1
LJT810 Page 2
Deposit & Claim Summary
Supporting Documents
SURVEY FEES
Survey Fees (RM) : 0.00
(+) Precomp Amount (RM) : 0.00
Total Survey Fees (RM) : 0.00
Include 5% Tax ? : NO
(+) 5% Tax (RM) : 0.00
Total Deposit Due (RM) : 0.00
(-) Balance Carryforward (RM) : 0.00
Insufficient Amount (RM) : 0.00
CLAIMS
Claim for Advance (Max 10%) ? : NO
10% Advance from Survey Fees (RM) : 0.00
(+) Precomp Amount (RM) : 0.00
(+) 5% Tax (RM) : 0.00
(-) Amount Paid Todate (RM) : 0.00
Total Claim Amount (RM) : 0.00
DEPOSITS
Add New
Select Payment Mode
Bank
Branch
Cheque/Bank Draft No
Cheque Date
Cheque Expiry Date
Amount (RM)
No items were found
Total 0.00
LEVIES
Levy (1%) on Survey Fees (RM) : 0.00
Levy (1%) on Precomp (RM) : 0.00
Levy (1%) on Refund (RM) : 0.00
REFUND
Refund (RM) : 0.00
Continue
Save
Cancel
LJT810 Page 1 | LJT810 Page 2 | Deposit & Claim Summary | Supporting Documents

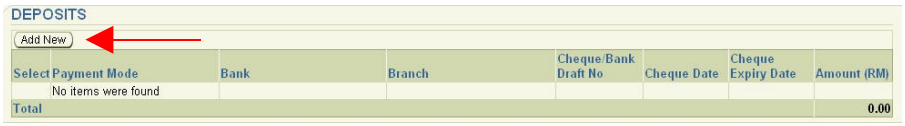
21. Click whether Yes or No at GST field in *Survey Fees* section.


SURVEY FEES
Survey Fees (RM) : 0.00
(+) Precomp Amount (RM) : 0.00
Total Survey Fees (RM) : 0.00
Include 5% Tax ? : NO
(+) 5% Tax (RM) : 0.00
Total Deposit Due (RM) : 0.00
(-) Balance Carryforward (RM) : 0.00
Insufficient Amount (RM) : 0.00

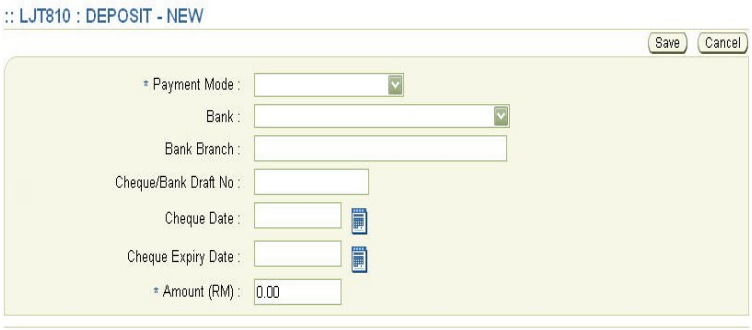
22. Choose Yes or No at 10% Survey Fee field in *Claim* section.


CLAIMS
Claim for Advance (Max 10%) ? : NO
10% Advance from Survey Fees (RM) : 0.00
(+) Precomp Amount (RM) : 0.00
(+) 5% Tax (RM) : 0.00
(-) Amount Paid Todate (RM) : 0.00
Total Claim Amount (RM) : 0.00

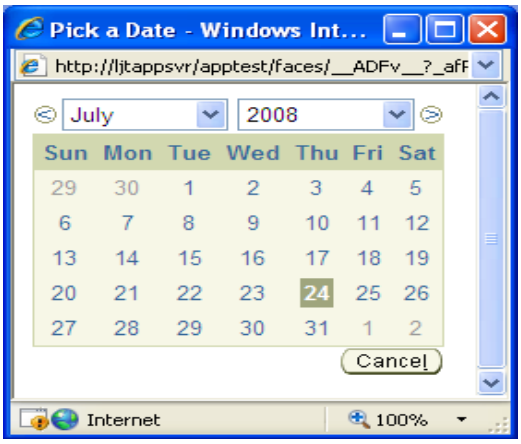
23. To fill in Deposit Info, Click *Add New Deposit* in the *Deposit* section.



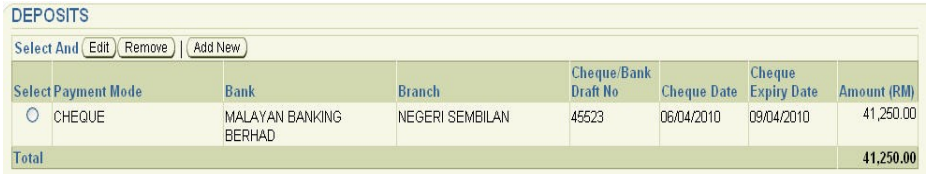
24. A pop up windows will appear. Fill up the *Deposit Details* accordingly and press *Save*.



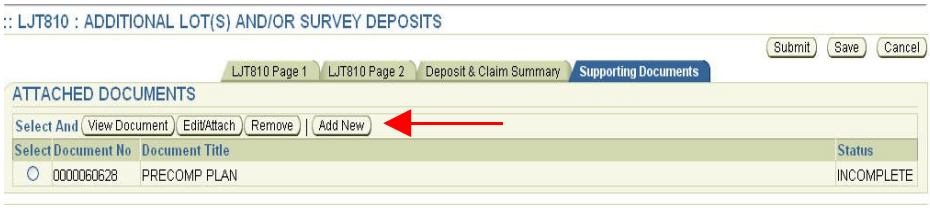
25. Click the Calendar icon and the pop up calendar window will appear. Choose and click the date.


Pick a Date - Windows Int...
http://ljtappsvr/apptest/faces/__ADFv__?_afF
July
2008
Sun Mon Tue Wed Thu Fri Sat
29 30 1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31 1 2
Cancel
Internet
100%

26. Click Continue and the next page will be displayed.

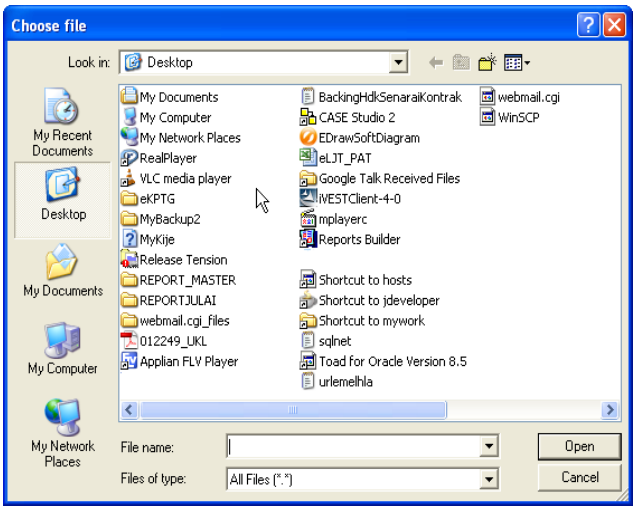


27. To fill in Attached Documents, Click *Add New* in the Supporting Documents Section.

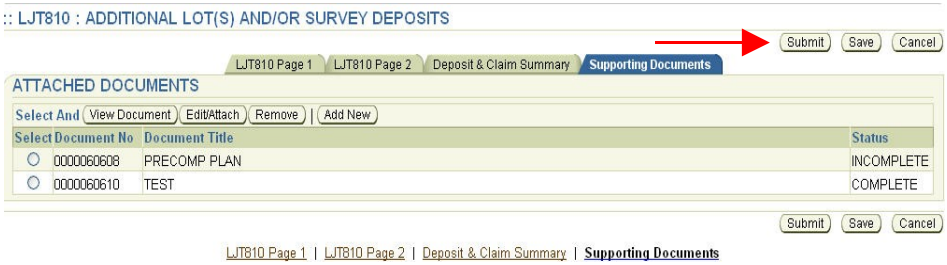


28. A pop up windows will appear. Fill up the *Attached Documents details.*

29. To upload file, click Browse button. A pop up windows will appear then choose the file.



30. To complete the application, click *Submit* button.



31. Congratulations. Now you application is under status *NEW*. You have successfully submitted your application for Additional Lot and Fee to the Board.

:: LJT810 : ADDITIONAL LOT(S) AND/OR SURVEY DEPOSITS

Add New LJT810 | Print

SEARCH PARAMETER

LJT810 No :
Survey Job No :
LLS File No. :
JUPEM File No. :
Client Name :
Status : ALL

Start Search | Clear

SEARCH RESULT : LJT810 LIST

Select And View — Previous 1-20 of 33 Next 13

Select	LJT810 No	LS No	Survey Job No	Client Name	JUPEM File No :	Status
○	90000072	0118	011800224	CIPTAICON DEVELOPMENT SDN. BHD.	SEL	NEW
○	90000070	0151	015100281	CHE JAM BT. HAROON	PP	DATA ENTRY
○	90000068	0160	016000606	REGAL RESORT SDN. BHD.	NG	DATA ENTRY
○	90000066	0160	016000606	REGAL RESORT SDN. BHD.		DATA ENTRY
○	90000064	0160	016000606	REGAL RESORT SDN. BHD.	NG	DATA ENTRY
○	90000062	0160	016000606	REGAL RESORT SDN. BHD.	NS	DATA ENTRY
○	90000060	0072	007200593	LOH JOO SEONG & 3 ORANG YANG LAIN		DATA ENTRY
○	90000058	0072	007200593	LOH JOO SEONG & 3 ORANG YANG LAIN		DATA ENTRY
○	90000056	0210	021000047	ASPEK RAMPAI SDN BHD	AAA	DATA ENTRY
○	90000054	0160	016000606	REGAL RESORT SDN. BHD.	AAA	DATA ENTRY
○	90000052	0052	005200937	ABDUL RASHID BIN PANDAK AHMED	TEST	APPROVED
○	90000048	0188	018800130	NUSAJAYA GREENS SDN BHD	-	APPROVED
○	90000046	0168	016800389	FELDA	-	APPROVED
○	90000044	0168	016800389	FELDA		DATA ENTRY
○	90000042	0168	016800389	FELDA		DATA ENTRY
○	90000040	0165	016500344	FELDA		DATA ENTRY
○	90000038	0263	026300375	PEJABAT TANAH DAN GALIAN NEGERI KELANTAN	PTG.KN.17/5/3SJ.1(2)	DATA ENTRY
○	90000036	0249	024900615	JUNUS BIN ABD KADIR	-	DATA ENTRY
○	90000034	0249	024900615	JUNUS BIN ABD KADIR		DATA ENTRY
○	90000032	0305	030500069	PERBADANAN KEMAJUAN NEGERI PERAK	-	APPROVED

Select And View — Previous 1-20 of 33 Next 13

Add New LJT810 | Print

You cannot edit your application in status *NEW*

After *NEW*, your application will be *VERIFIED* (process) by LJT Officer. Once your applicant registered officially, the status will change to *APPROVED*

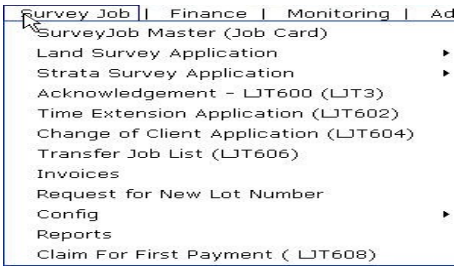
How to Register My Survey Job - Strata

> Before you start to register your survey job, you must scan all related supporting documents that you want to submit. e.g. PBN Letter, Precomp Plan, Appointment letter
> *…….see 7.0 Managing your scanning document*

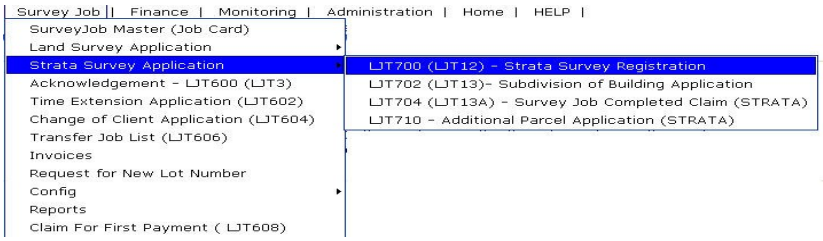
LJT 700 – Strata Survey Application

Below are the steps-by-steps ways to register a Strata Survey Application.

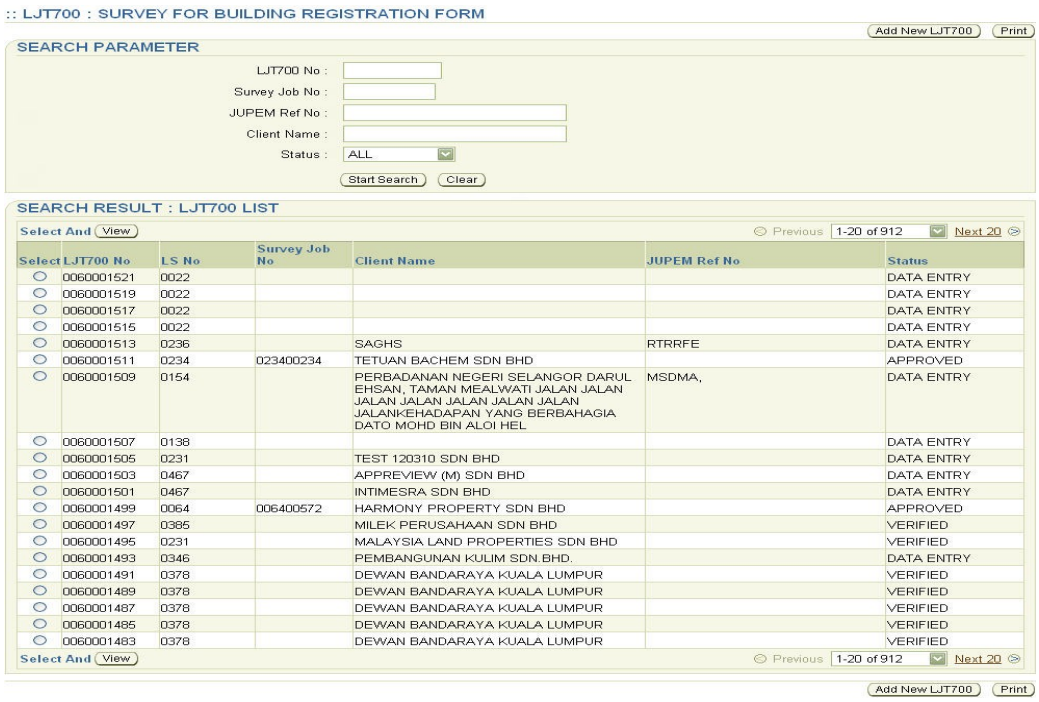
1. Go to the system menu and point to Survey Job.
   The menu will show a drop down sub-menu



2. Go to *Strata Survey Application | LJT 700 – Strata Survey Registration.*


Survey Job | Finance | Monitoring | Administration | Home | HELP |
SurveyJob Master (Job Card)
Land Survey Application
Strata Survey Application
Acknowledgement - LJT600 (LJT3)
Time Extension Application (LJT602)
Change of Client Application (LJT604)
Transfer Job List (LJT606)
Invoices
Request for New Lot Number
Config
Reports
Claim For First Payment (LJT608)
LJT700 (LJT12) - Strata Survey Registration
LJT702 (LJT13)- Subdivision of Building Application
LJT704 (LJT13A) - Survey Job Completed Claim (STRATA)
LJT710 - Additional Parcel Application (STRATA)

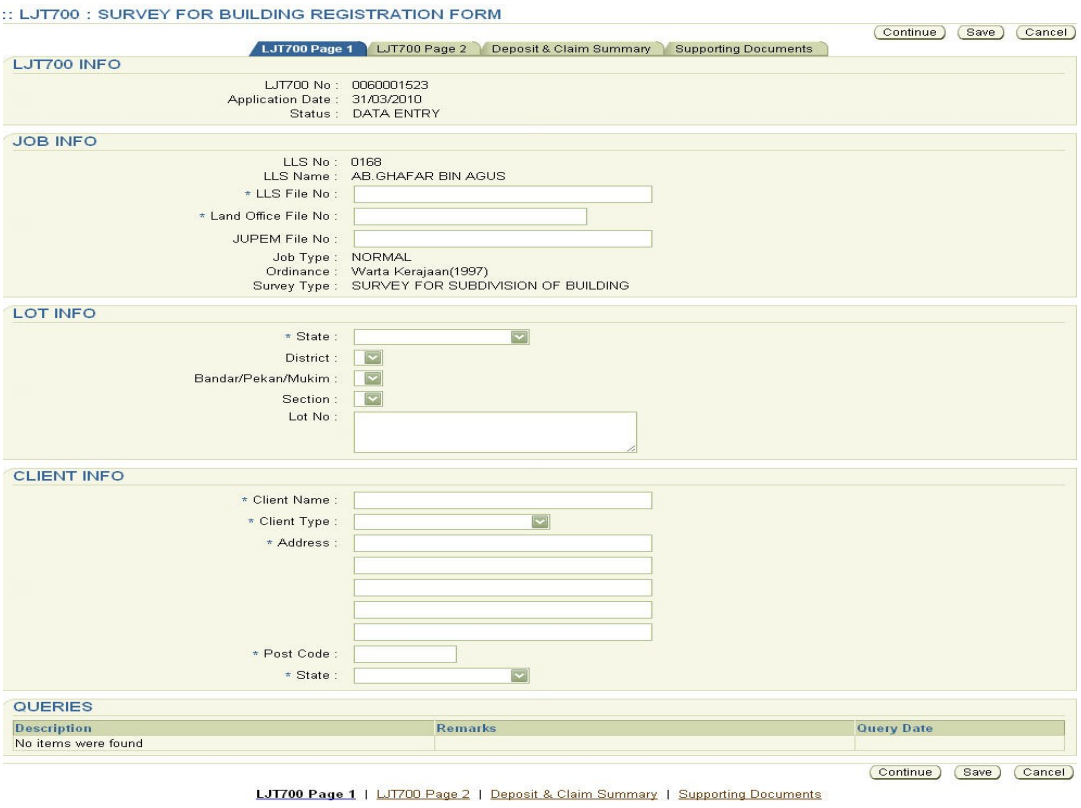
3. The system will bring you to *LJT 700 List Search Screen*. Click *New LJT 700.*


:: LJT700 : SURVEY FOR BUILDING REGISTRATION FORM
Add New LJT700
Print
SEARCH PARAMETER
LJT700 No :
Survey Job No :
JUPEM Ref No :
Client Name :
Status :
ALL
Start Search
Clear
SEARCH RESULT : LJT700 LIST
Select And View
Previous
1-20 of 912
Next 20
Select
LJT700 No
LS No
Survey Job No
Client Name
JUPEM Ref No
Status
0060001521 0022 DATA ENTRY
0060001519 0022 DATA ENTRY
0060001517 0022 DATA ENTRY
0060001515 0022 DATA ENTRY
0060001513 0236 SAGHS RTRRFE DATA ENTRY
0060001511 0234 023400234 TETUAN BACHEM SDN BHD APPROVED
0060001509 0154 PERBADANAN NEGERI SELANGOR DARUL EHSAN, TAMAN MEALWATI JALAN JALAN JALAN JALAN JALAN JALAN JALAN JALANKEHADAPAN YANG BERBAHAGIA DATO MOHD BIN ALOI HEL MSDMA, DATA ENTRY
0060001507 0138 DATA ENTRY
0060001505 0231 TEST 120310 SDN BHD DATA ENTRY
0060001503 0467 APPREVIEW (M) SDN BHD DATA ENTRY
0060001501 0467 INTIMESRA SDN BHD DATA ENTRY
0060001499 0064 006400572 HARMONY PROPERTY SDN BHD APPROVED
0060001497 0385 MILEK PERUSAHAAN SDN BHD VERIFIED
0060001495 0231 MALAYSIA LAND PROPERTIES SDN BHD VERIFIED
0060001493 0346 PEMBANGUNAN KULIM SDN.BHD. DATA ENTRY
0060001491 0378 DEWAN BANDARAYA KUALA LUMPUR VERIFIED
0060001489 0378 DEWAN BANDARAYA KUALA LUMPUR VERIFIED
0060001487 0378 DEWAN BANDARAYA KUALA LUMPUR VERIFIED
0060001485 0378 DEWAN BANDARAYA KUALA LUMPUR VERIFIED
0060001483 0378 DEWAN BANDARAYA KUALA LUMPUR VERIFIED
Select And View
Previous
1-20 of 912
Next 20
Add New LJT700
Print

4. Fill in the mandatory field accordingly. Click *Continue*.

5. On the next page, you will see LJT 700 is divided into 4 sections

   LJT 700 Page 1 | LJT 700 Page 2 | Claim & Summary | Supporting Documents



6. Under LJT 700 Page 1, the information required has been divided into 4 parts.

   LJT 700 INFO | JOB INFO | LOT INFO | CLIENT INFO

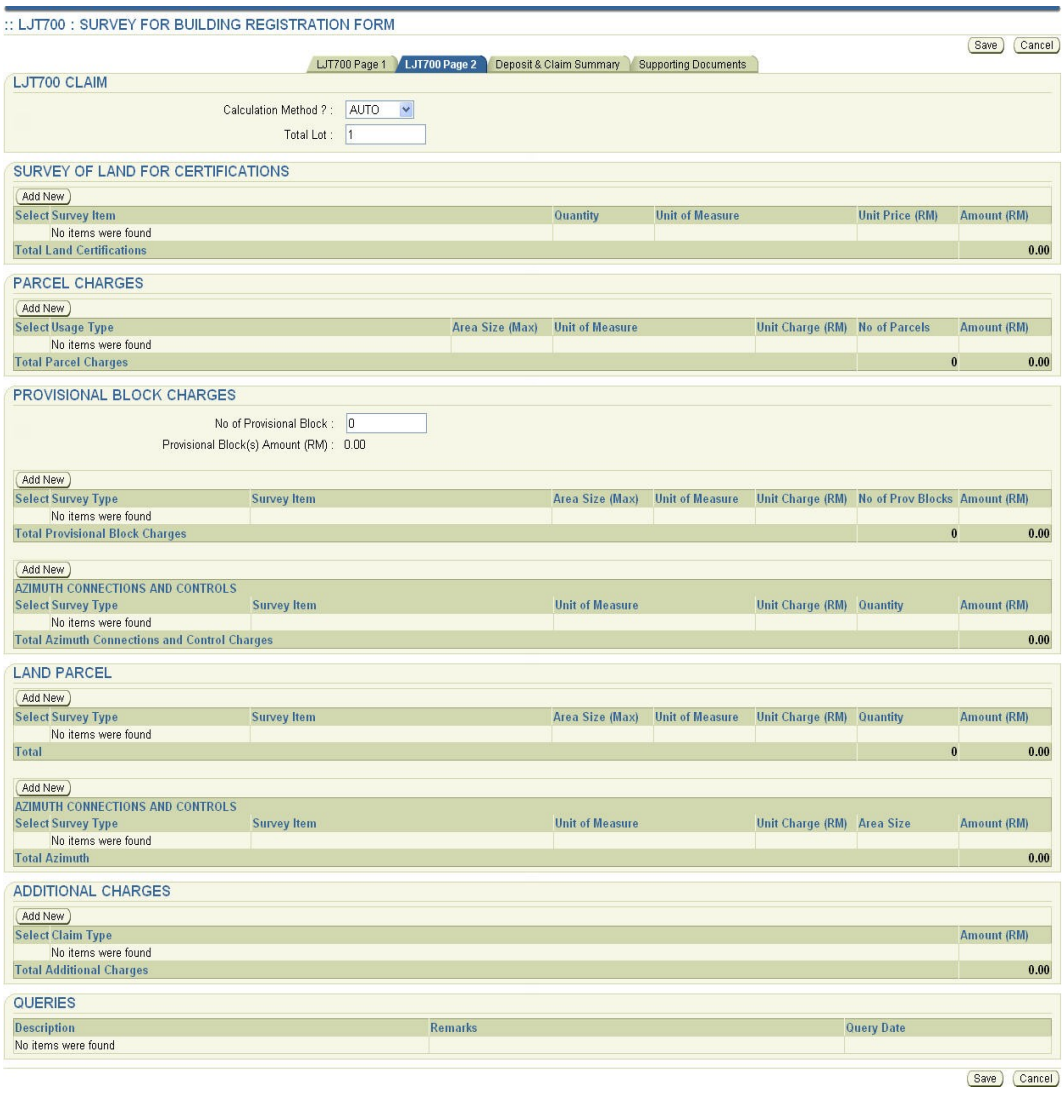
7. Continue filling in CLIENT INFO particulars. Then click *Continue*.

> To navigate from tab to another, you can press *Continue* button, click at the tabs, or click the link at the bottom.

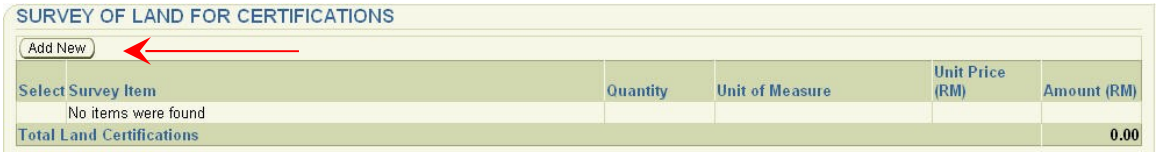
8. The second tab in *LJT 700* is | LJT 700 Page 2 |. Under this section, you have to fill in the details of your survey charge. As you can see, the layout and fields are difference from the manual form. The survey fee charge has been categorized into four parts.

   SURVEY OF LAND FOR CERTIFICATION | PARCEL CHARGES | LAND PARCEL |PROVISIONAL BLOCK CHARGES | LAND PARCEL | ADDITIONAL CHARGES | QUERIES |

9. Follow the steps below to guide you fill in the details.



10. SURVEY OF LAND FOR CERTIFICATION . Click *Add New* button as shown.



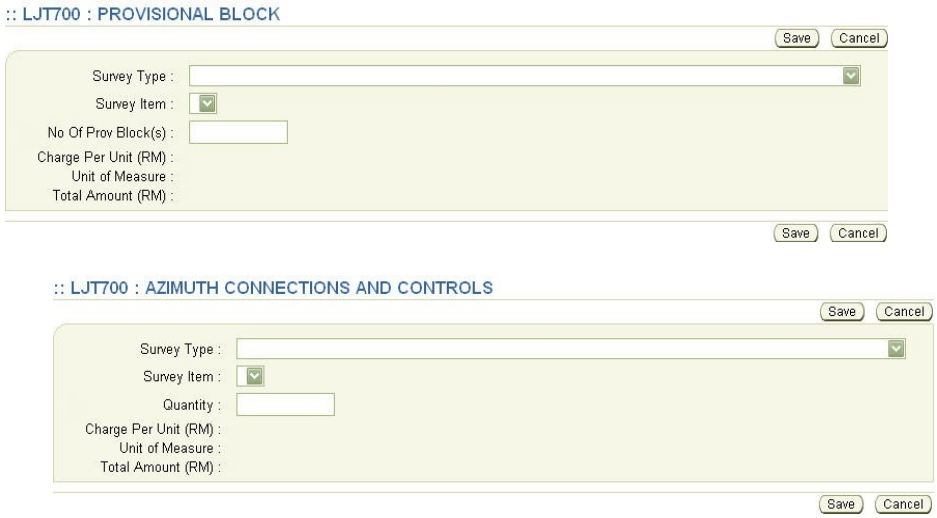
11. A pop pup windows will appear. Choose your *Survey Item* by clicking the drop down item.

12. Click *Save* after completed all field.

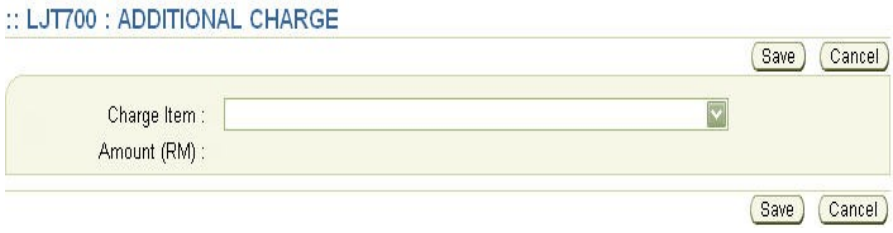
13. After adding the charge detail, you can edit, delete even add another lot charges by clicking the button accordingly.

14. PARCEL CHARGES. To fill in the detail, use the same method as above.

15. PROVISIONAL BLOCK CHARGES. To fill in the detail, use the same method as above.



16. ADDITIONAL CHARGES. To fill in the detail, use the same method as above.



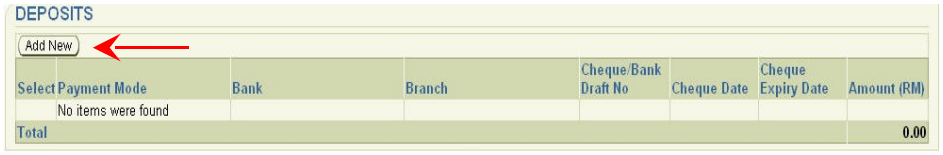
17. After filling in *Page 2,* you will more or less see the result as below based on your selection.

18. The third tab in *LJT 700* is | Claim & Summary |. Under this section, the systems will summaries you, the Deposit and Claim of your survey fee. As you can see, the section has been categorized into five parts.

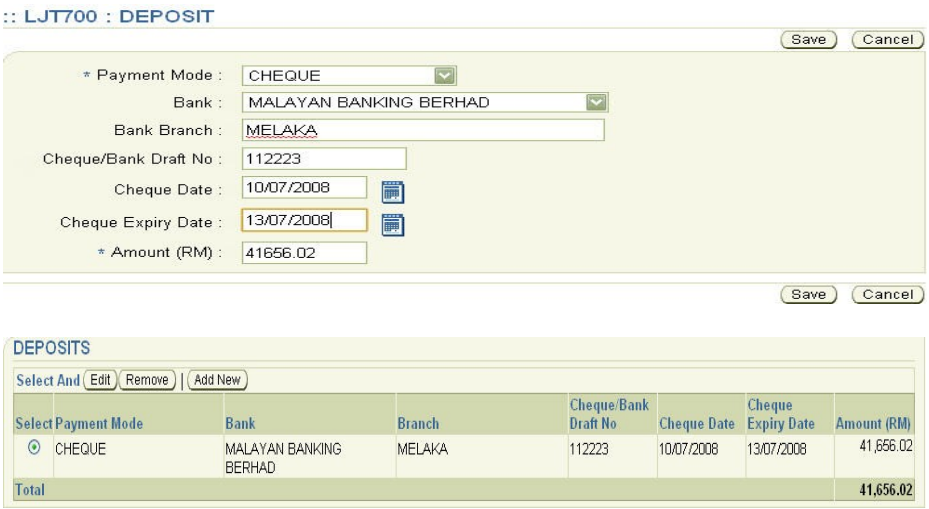
    SURVEY CHARGES SUMMARY | CLAIM SUMMARY | LEVIES | DEPOSIT | REFUNDS & TOP UP | QUERIES |

19. Make sure you choose *Yes/No* option for 5% Government Service Tax (GST) and claim for 10% of survey fee.

20. Do not forget to fill in the DEPOSIT detail. Click *Add New Deposit* button.



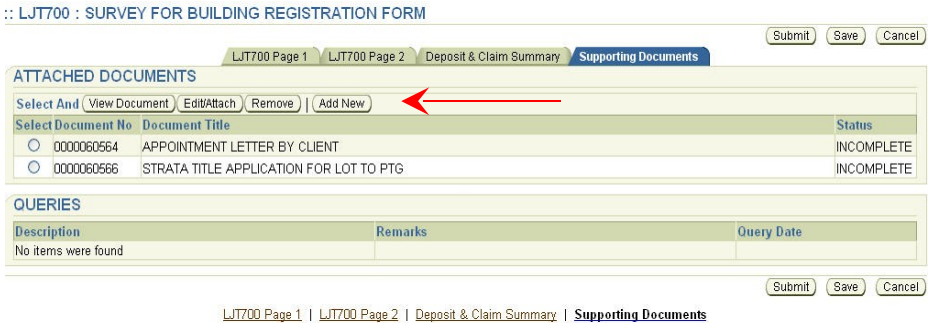
21. A pop up windows will appear. After completing fill in all the particulars, click *Save*.



22. As you can see, system will automatically check if the amount deposited is more or less than the survey fee. If more, the difference will be display in the *Amount to Be Refund* column.

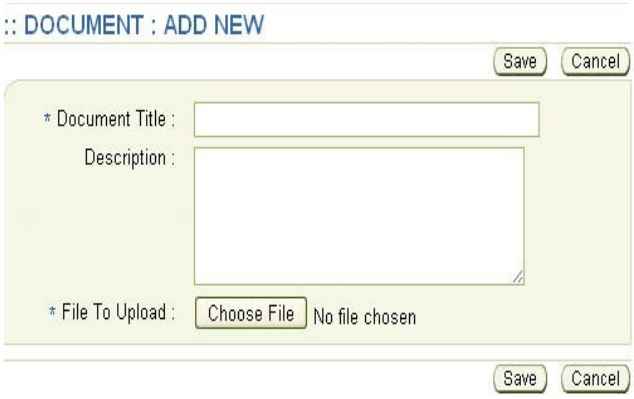
23. Make sure you enter the correct amount of the Cheque. If correct and the amount is more than your survey fee, LJT will refund the money to the client as stated. If you have two Cheques, just in the other Cheque info by clicking *Add New Deposit* button.

24. Do remember to fill in the last tab: Supporting Document. In this section, you can attach your supporting documents required to register your job, like PBN Letter, Precomp Plan and Client Appointment letter.



25. To add attached documents, click *Add New Document* button.

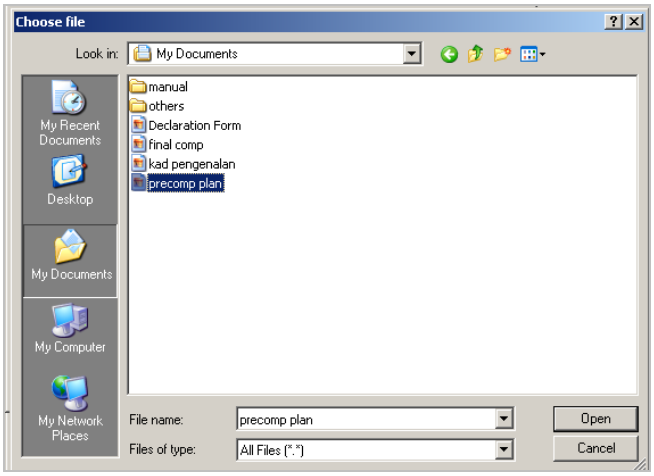
26. A pop up windows will appear. Fill in all the particulars required.



For *Document Title*, it is recommended if you put the document reference for future convenient, and for *Description,* fill in the important info such Date of the document.

27. For the *File To Upload*, click *Browse*.

28. Choose your scanned document file from it path. Then click *Open*.



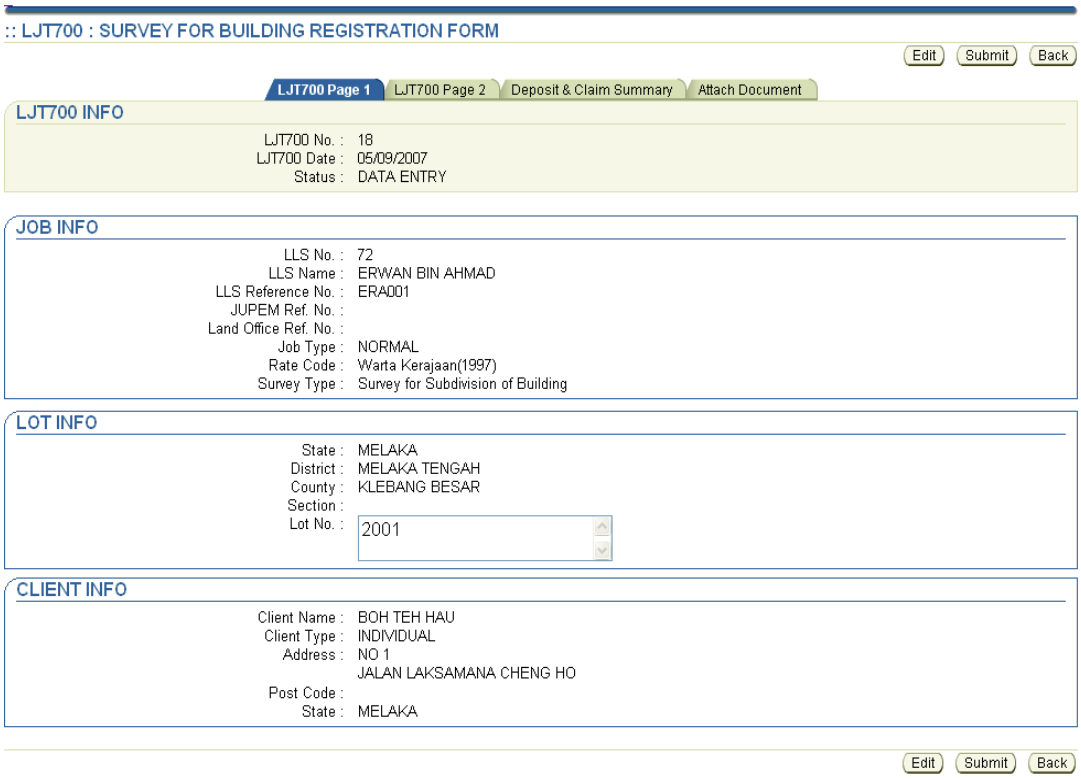
29.. The system will automatically grab your file path. Click *Save*.

30. After you add a document, you can edit, delete and view you documents by clicking the button accordingly. Always remember to select the item before you press the *Remove Selected Row* button, by default the system will point to the first item in the line.

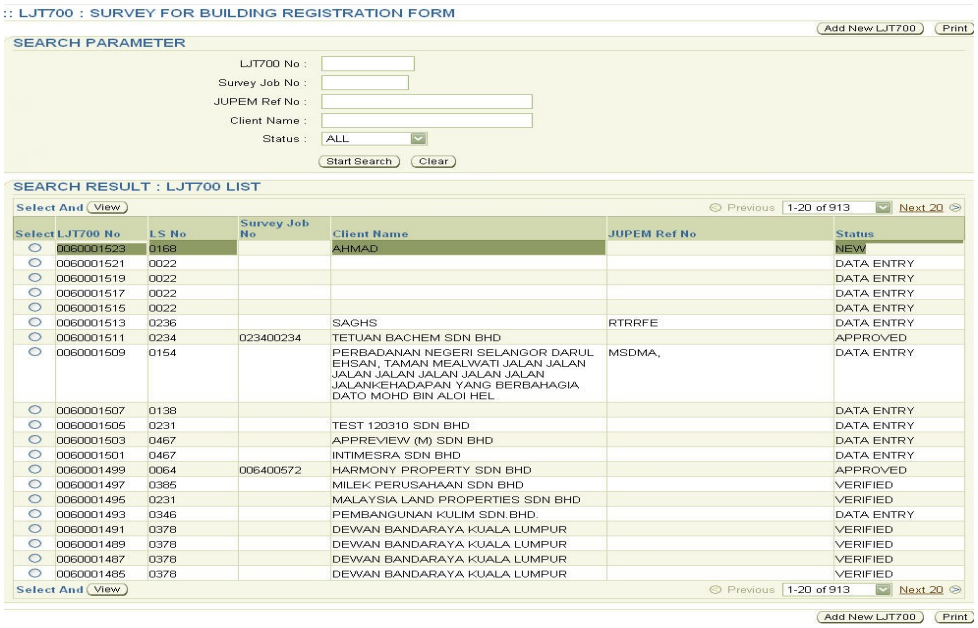
31. The system will bring you to the *LJT 700 Search Screen*.
As you can see, your application is listed out in *DATA ENTRY* status.

Under the status *DATA ENTRY*, you still can modify your data by clicking *Edit* button.

32. To submit the application, select the application, click *View* button. Then Click *Submit*.



33. Congratulations. Now you application is under status *NEW*. You have successfully submitted your application to the Board.


:: LJT700 : SURVEY FOR BUILDING REGISTRATION FORM
Add New LJT700
Print
SEARCH PARAMETER
LJT700 No :
Survey Job No :
JUPEM Ref No :
Client Name :
Status : ALL
Start Search
Clear
SEARCH RESULT : LJT700 LIST
Select And View
Previous 1-20 of 913 Next 20
Select LJT700 No LS No Survey Job No Client Name JUPEM Ref No Status
0060001523 0168 AHMAD NEW
0060001521 0022 DATA ENTRY
0060001519 0022 DATA ENTRY
0060001517 0022 DATA ENTRY
0060001515 0022 DATA ENTRY
0060001513 0236 SAGHS RTRRFE DATA ENTRY
0060001511 0234 023400234 TETUAN BACHEM SDN BHD APPROVED
0060001509 0154 PERBADANAN NEGERI SELANGOR DARUL EHSAN, TAMAN MEALWATI JALAN JALAN JALAN JALAN JALAN JALAN JALAN JALANKEHADAPAN YANG BERBAHAGIA DATO MOHD BIN ALOI HEL MSDMA, DATA ENTRY
0060001507 0138 DATA ENTRY
0060001505 0231 TEST 120310 SDN BHD DATA ENTRY
0060001503 0467 APPREVIEW (M) SDN BHD DATA ENTRY
0060001501 0467 INTIMESRA SDN BHD DATA ENTRY
0060001499 0064 006400572 HARMONY PROPERTY SDN BHD APPROVED
0060001497 0385 MILEK PERUSAHAAN SDN BHD VERIFIED
0060001495 0231 MALAYSIA LAND PROPERTIES SDN BHD VERIFIED
0060001493 0346 PEMBANGUNAN KULIM SDN.BHD. DATA ENTRY
0060001491 0378 DEWAN BANDARAYA KUALA LUMPUR VERIFIED
0060001489 0378 DEWAN BANDARAYA KUALA LUMPUR VERIFIED
0060001487 0378 DEWAN BANDARAYA KUALA LUMPUR VERIFIED
0060001485 0378 DEWAN BANDARAYA KUALA LUMPUR VERIFIED
Select And View
Previous 1-20 of 913 Next 20
Add New LJT700
Print

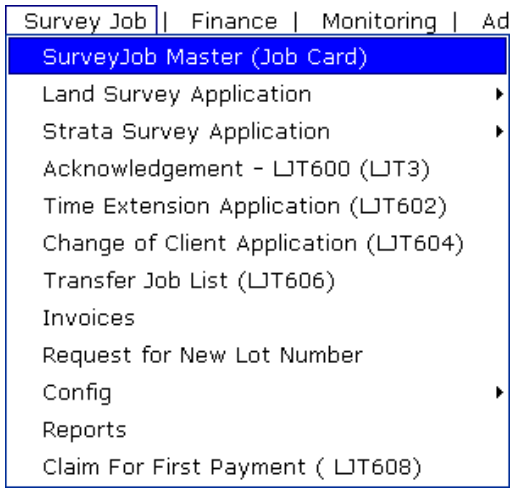
You cannot edit your application in status *NEW*.

After *NEW*, your application will be *VERIFIED* (process) by LJT Officer. Once your applicant registered officially, the status will change to *APPROVED*.

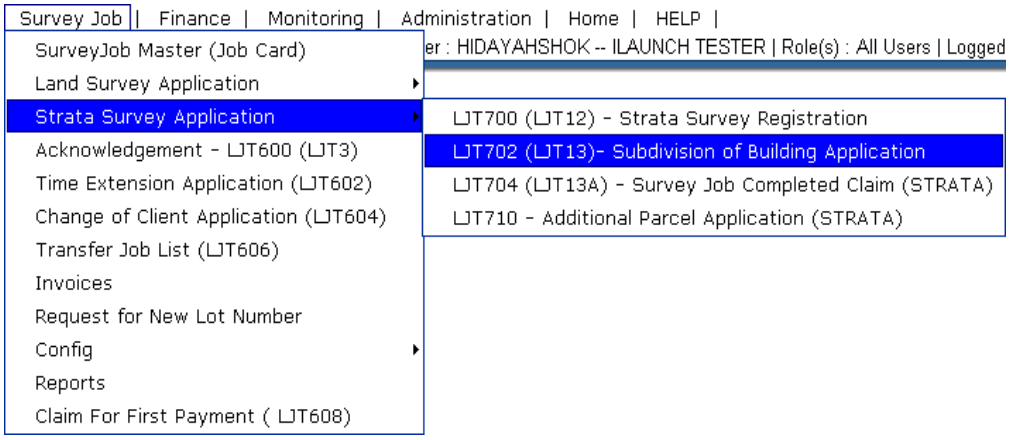
LJT 702 – Subdivision of Building Application

Below are the steps-by-steps ways to register Subdivision of Building Application.

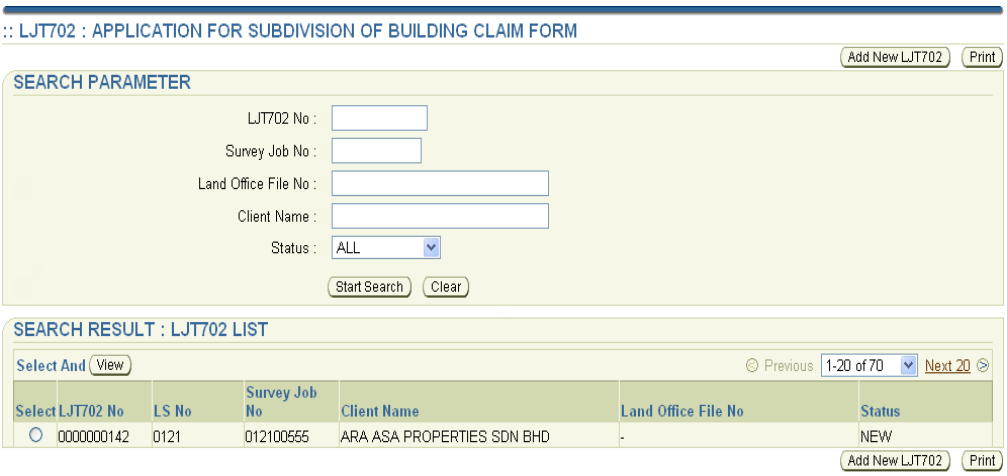
1. Go to the system menu and point to Survey Job.
   The menu will show a drop down sub-menu



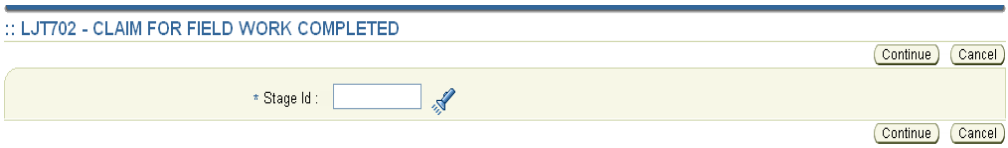
2. Go to *Strata Survey Application | LJT 702 – Subdivision of Building Application.*


Survey Job | Finance | Monitoring | Administration | Home | HELP |
er : HIDAYAHSHOK -- ILAUNCH TESTER | Role(s) : All Users | Logged
SurveyJob Master (Job Card)
Land Survey Application
Strata Survey Application
Acknowledgement - LJT600 (LJT3)
Time Extension Application (LJT602)
Change of Client Application (LJT604)
Transfer Job List (LJT606)
Invoices
Request for New Lot Number
Config
Reports
Claim For First Payment (LJT608)
LJT700 (LJT12) - Strata Survey Registration
LJT702 (LJT13)- Subdivision of Building Application
LJT704 (LJT13A) - Survey Job Completed Claim (STRATA)
LJT710 - Additional Parcel Application (STRATA)

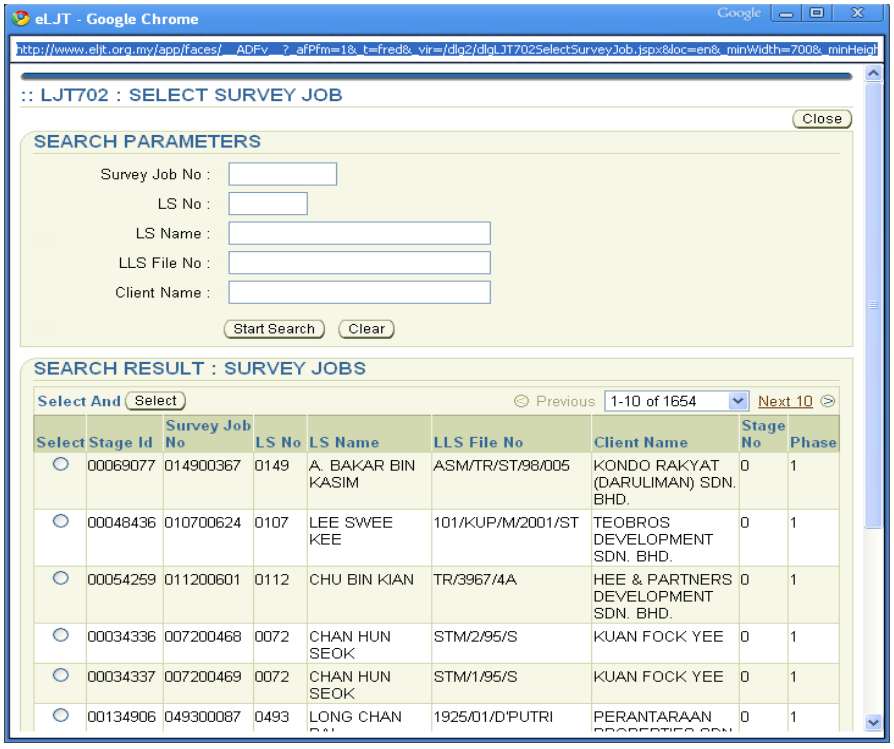
3. The system will bring you to *LJT 702 Search Screen.* Click *Add New LJT 702.*



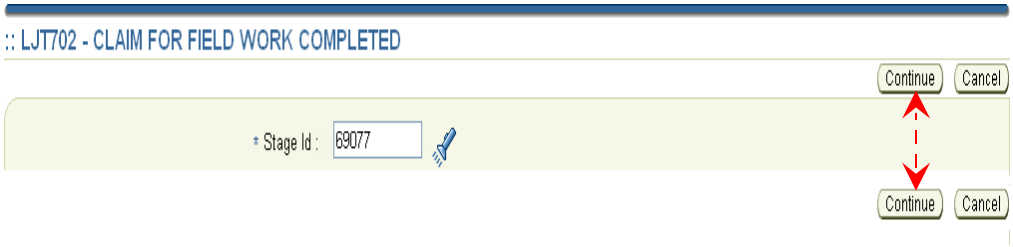
4. Choose the Job Number accordingly by pressing button. Click *Continue.*



5. A pop up window will appear. Choose the job number and press *Select.*

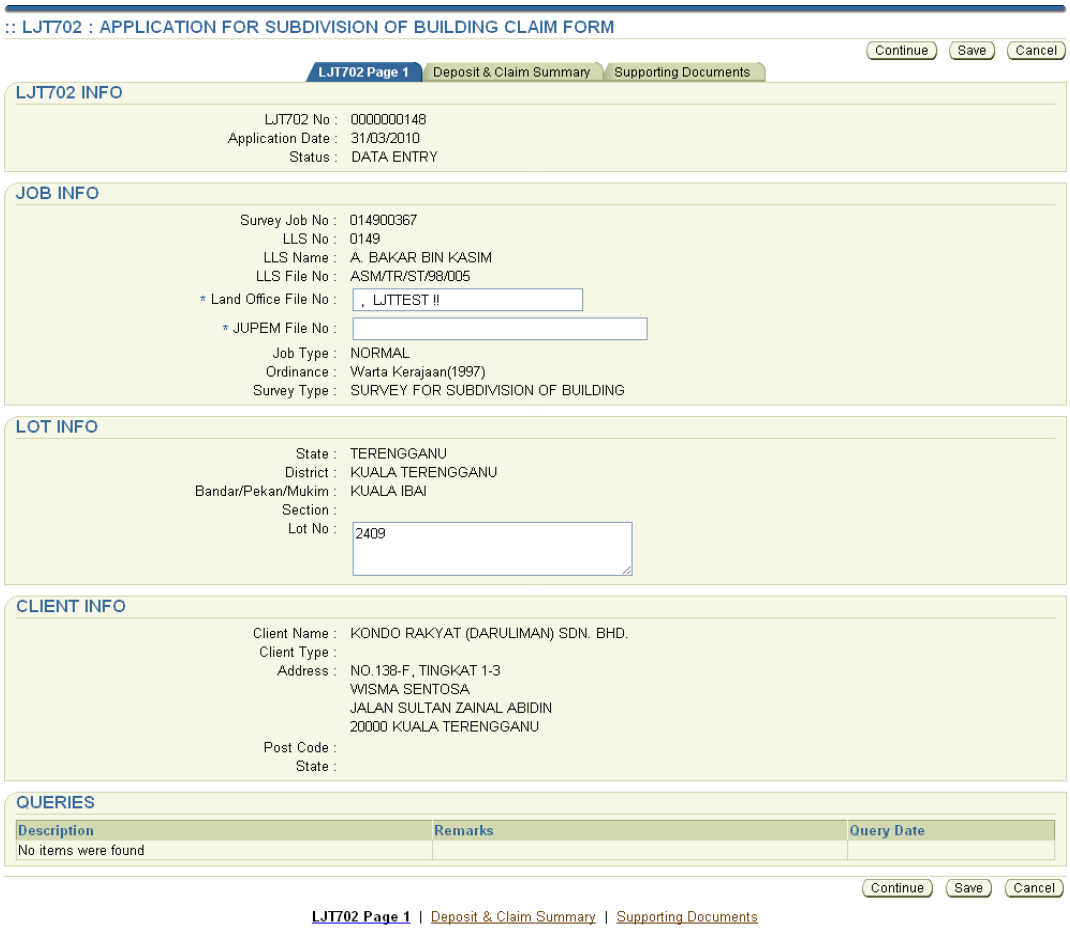


6. Click *Continue* to proceed.



7. On the next page, you will see LJT702 being divided into 3 tabs.

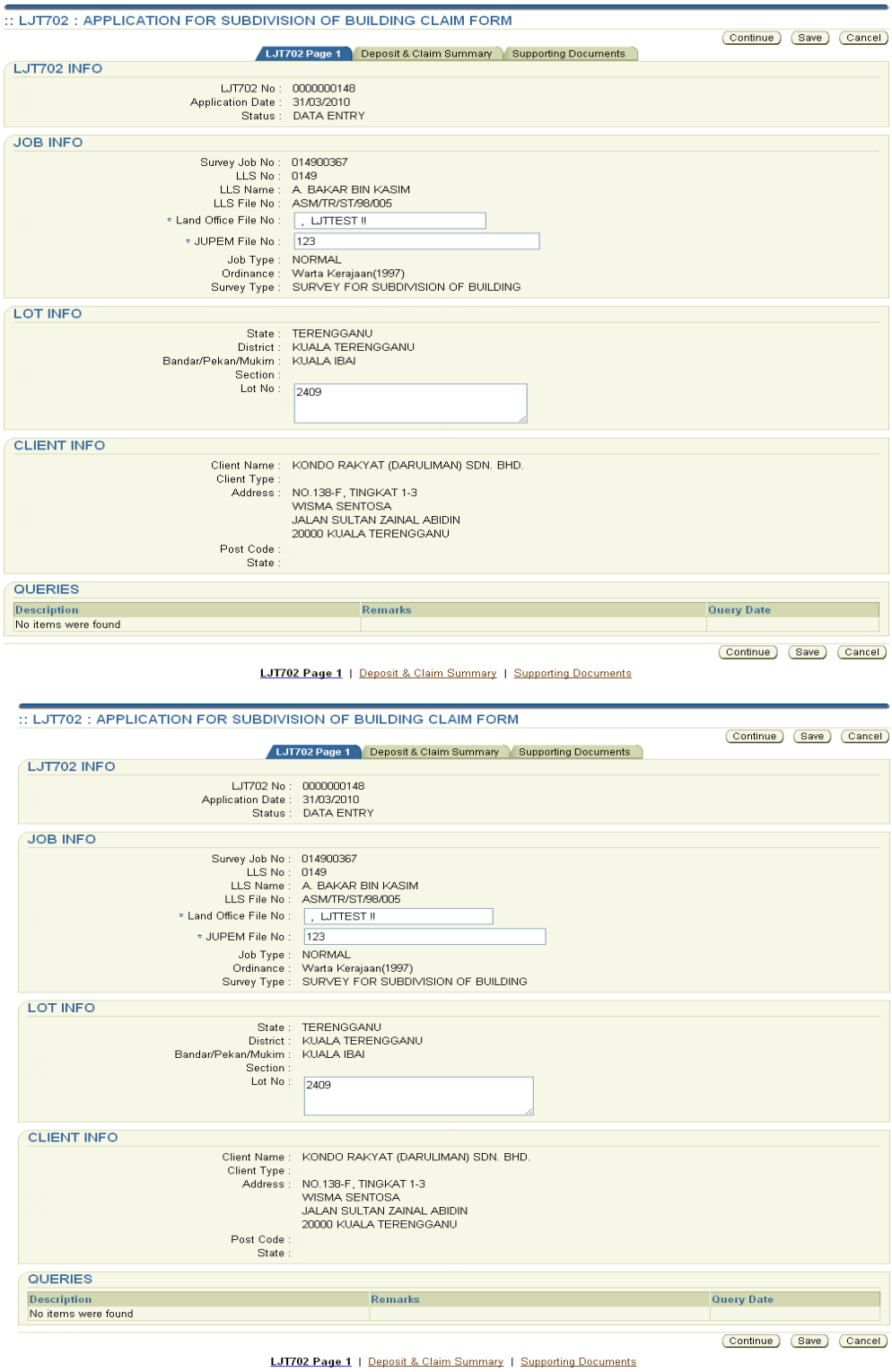
LJT 702 Page 1 | Deposit & Claim Summary | Supporting Documents



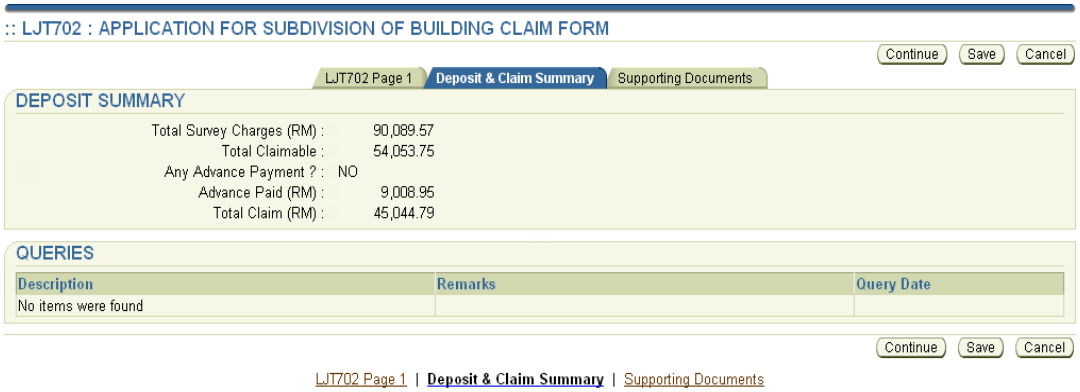
8. Under LJT 702 Page 1, the information required is divided into 4 parts.

LJT 702 Info | Job Info | Lot Info | Client Info | Queries |

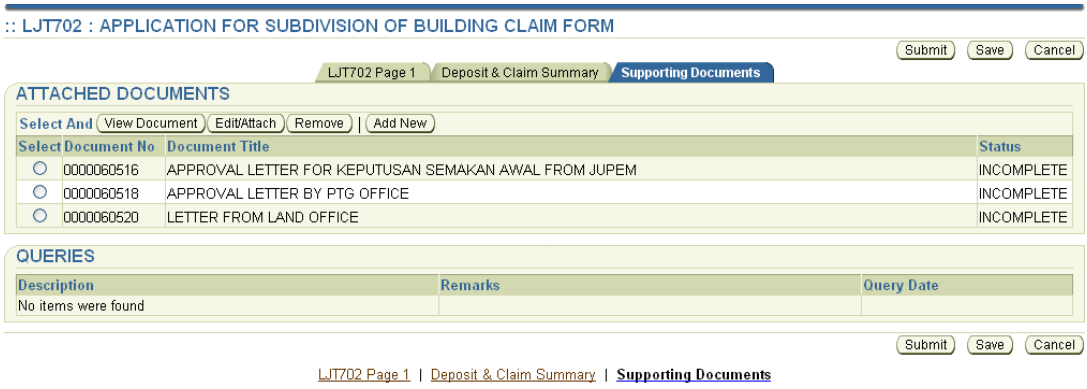
9. Under *Job Info* section, please make sure you fill up the mandatory field marked *. Click *Continue* to proceed.



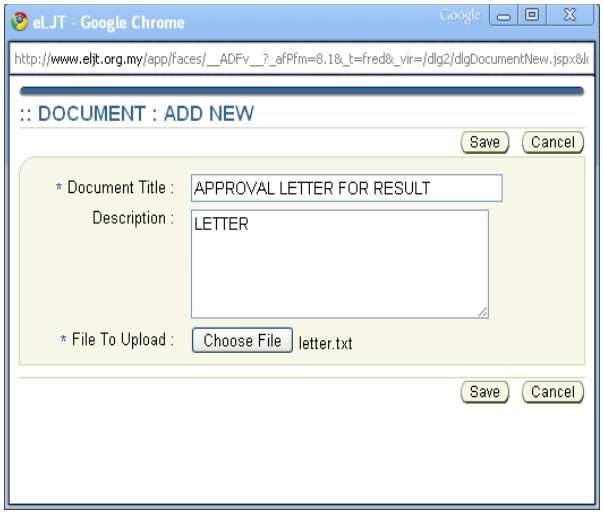
10. The system will bring you to the next tab, *Deposit & Claim Summary.* Press *Continue to proceed.*



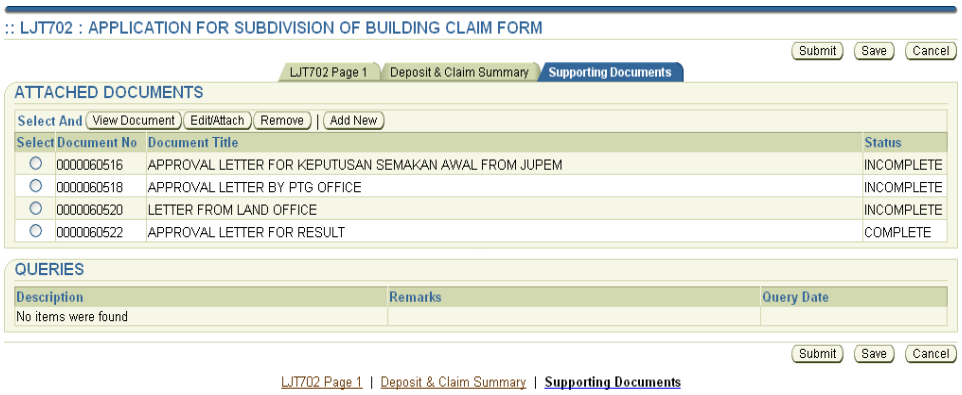
11. To fill in Supporting Documents, Click *Add New* in the Attached Documents section.



12. A pop up windows will appear. Fill up the mandatory field and press *Save.*

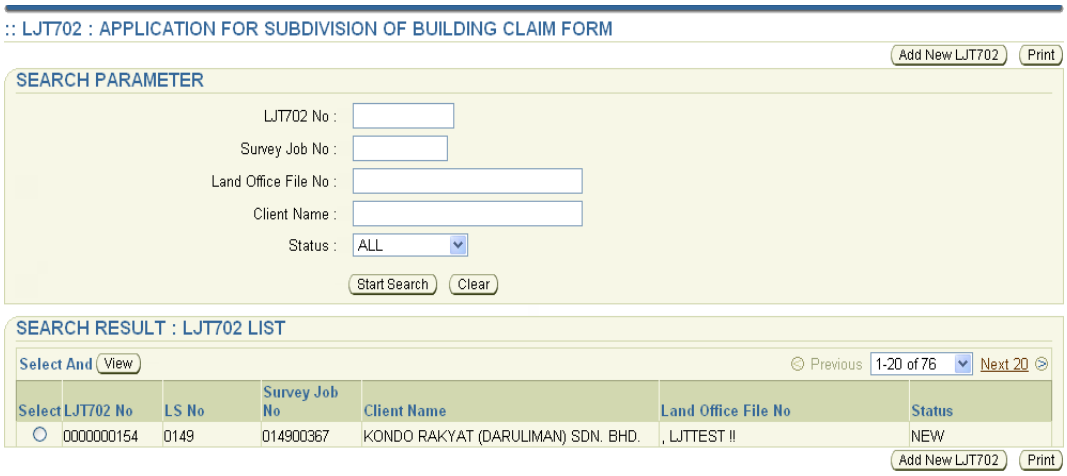


13. Continue filling up the mandatory field for each of the document in the *Attached Document* List.



14. To submit the application, click *Submit* button.

15. Congratulations! Now your application is under status *NEW*. You have successfully submitted your application.



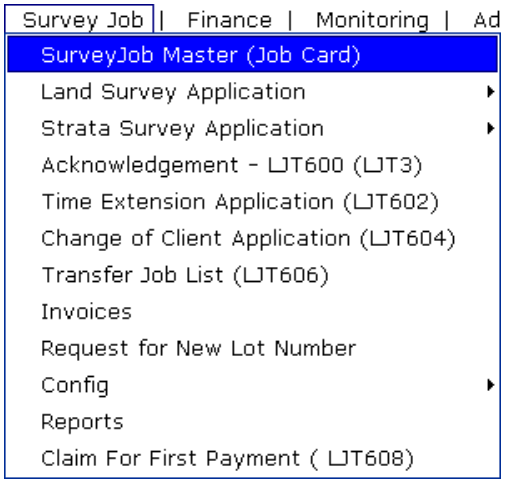
You cannot edit your application in status *NEW*

After *NEW*, your application will be *VERIFIED* (process) by LJT Officer. Once your applicant registered officially, the status will change to *APPROVED*

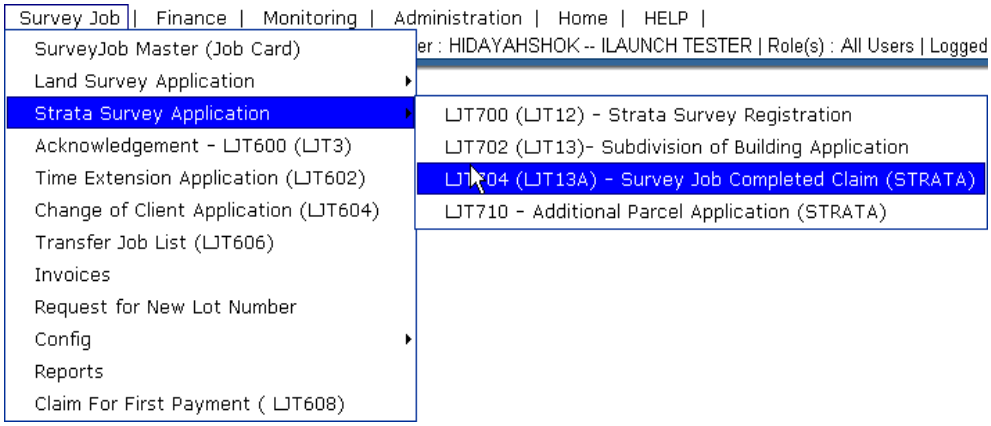
3.3.3 LJT 704 – Survey Job Completed Claim (STRATA)

Below are the steps-by-steps ways to register Survey Job Completed Claim (STRATA).

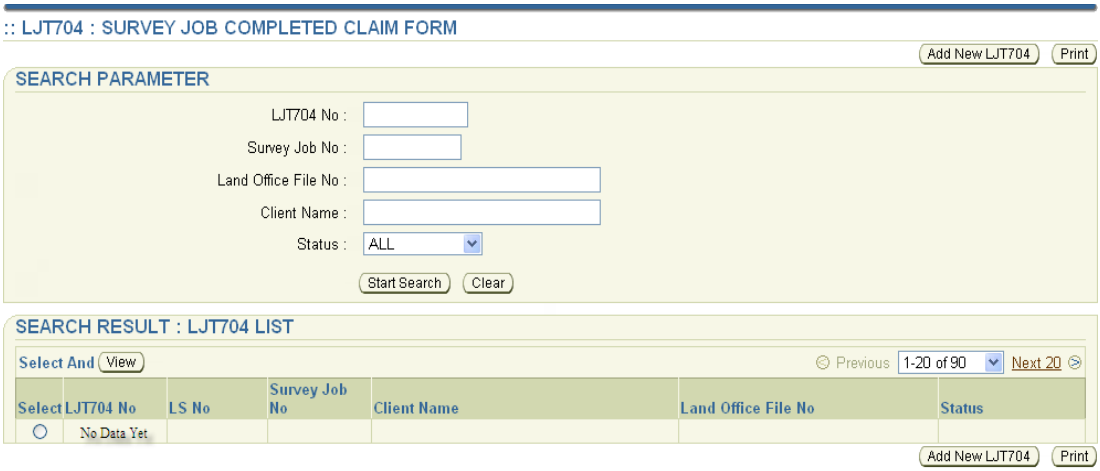
1. Go to the system menu and point to Survey Job.
   The menu will show a drop down sub-menu



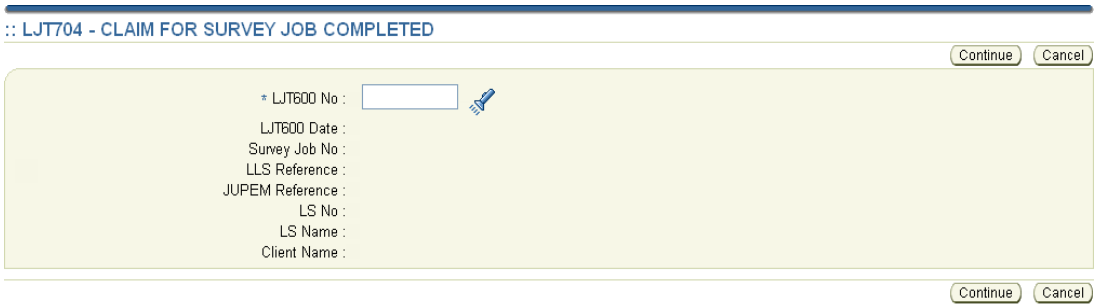
2. Go to *Strata Survey Application | LJT 704 – Survey Job Completed Claim (STRATA).*


Survey Job | Finance | Monitoring | Administration | Home | HELP |
er : HIDAYAHSHOK -- ILAUNCH TESTER | Role(s) : All Users | Logged
SurveyJob Master (Job Card)
Land Survey Application
Strata Survey Application
Acknowledgement - LJT600 (LJT3)
Time Extension Application (LJT602)
Change of Client Application (LJT604)
Transfer Job List (LJT606)
Invoices
Request for New Lot Number
Config
Reports
Claim For First Payment (LJT608)
LJT700 (LJT12) - Strata Survey Registration
LJT702 (LJT13)- Subdivision of Building Application
LJT704 (LJT13A) - Survey Job Completed Claim (STRATA)
LJT710 - Additional Parcel Application (STRATA)

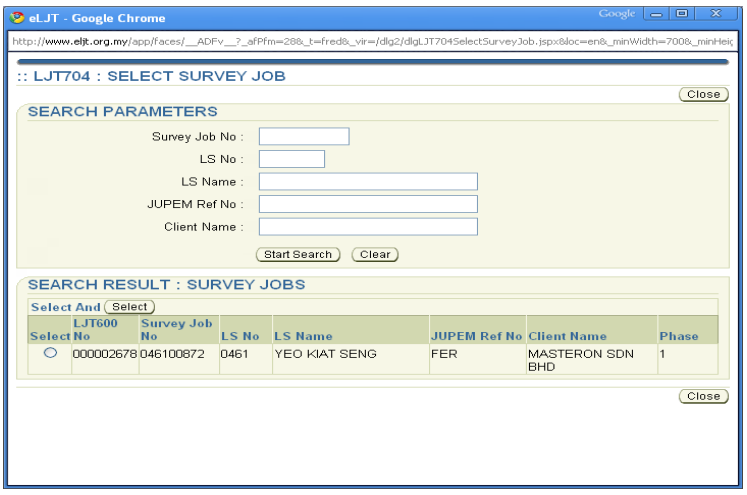
3. The system will bring you to *LJT 704 Search Screen.* Click *Add New LJT 704.*



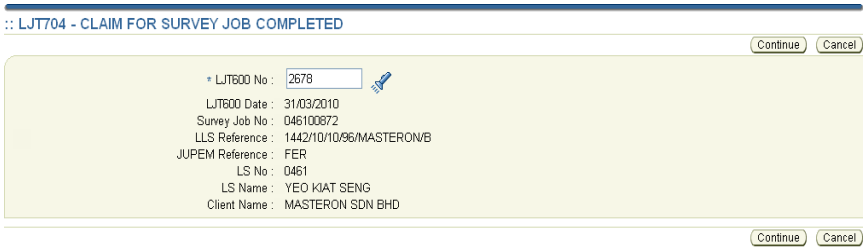
4. Choose the Job Number accordingly by pressing button.



5. A pop up window will appear. Choose the job and press *Select* button.

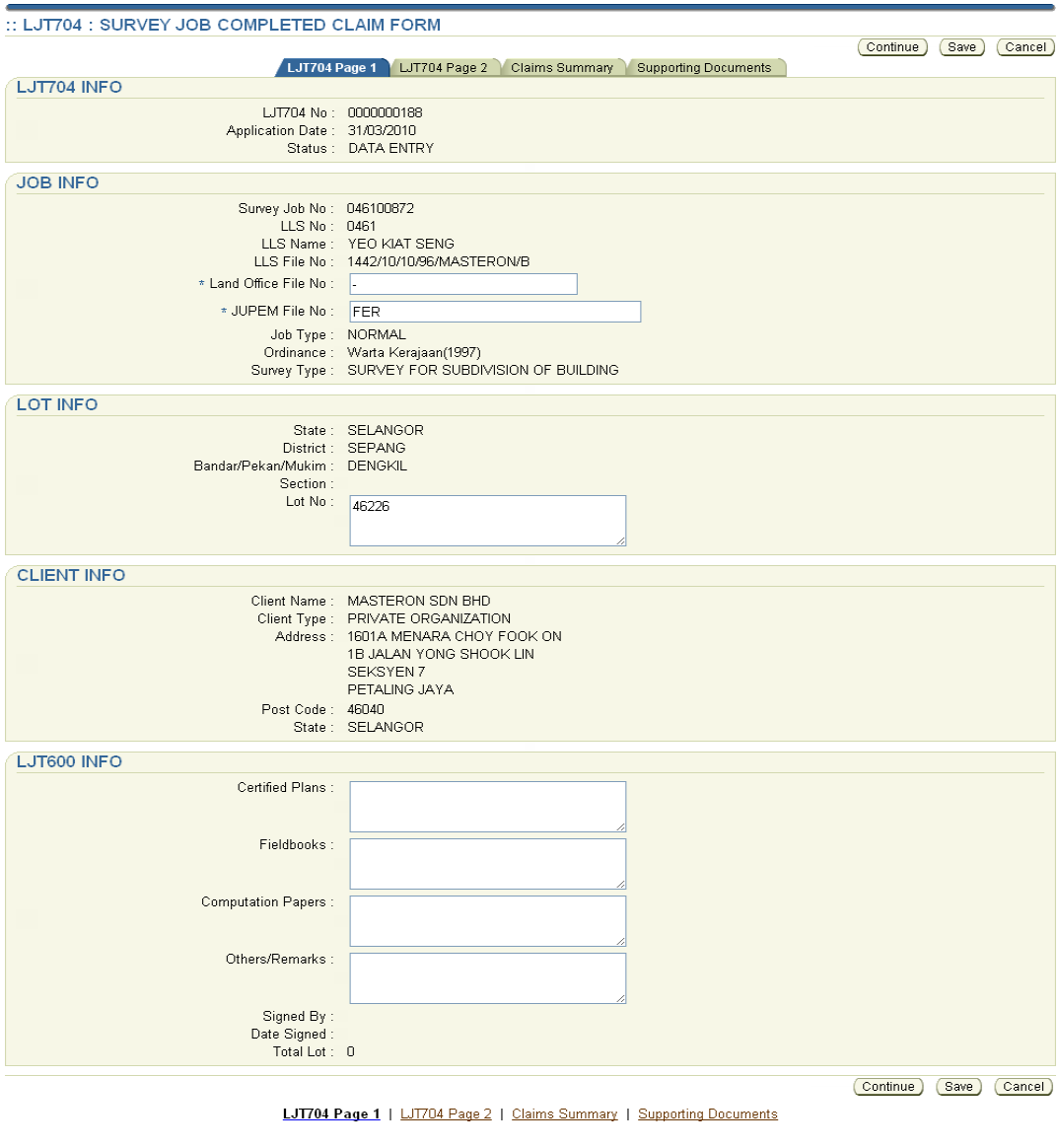


6. Click *Continue* to proceed.



7. On the next page, you will see *LJT704* being divided into 4 tabs.

LJT 704 Page 1 | LJT 704 Page 2 | Claims Summary | Supporting Documents

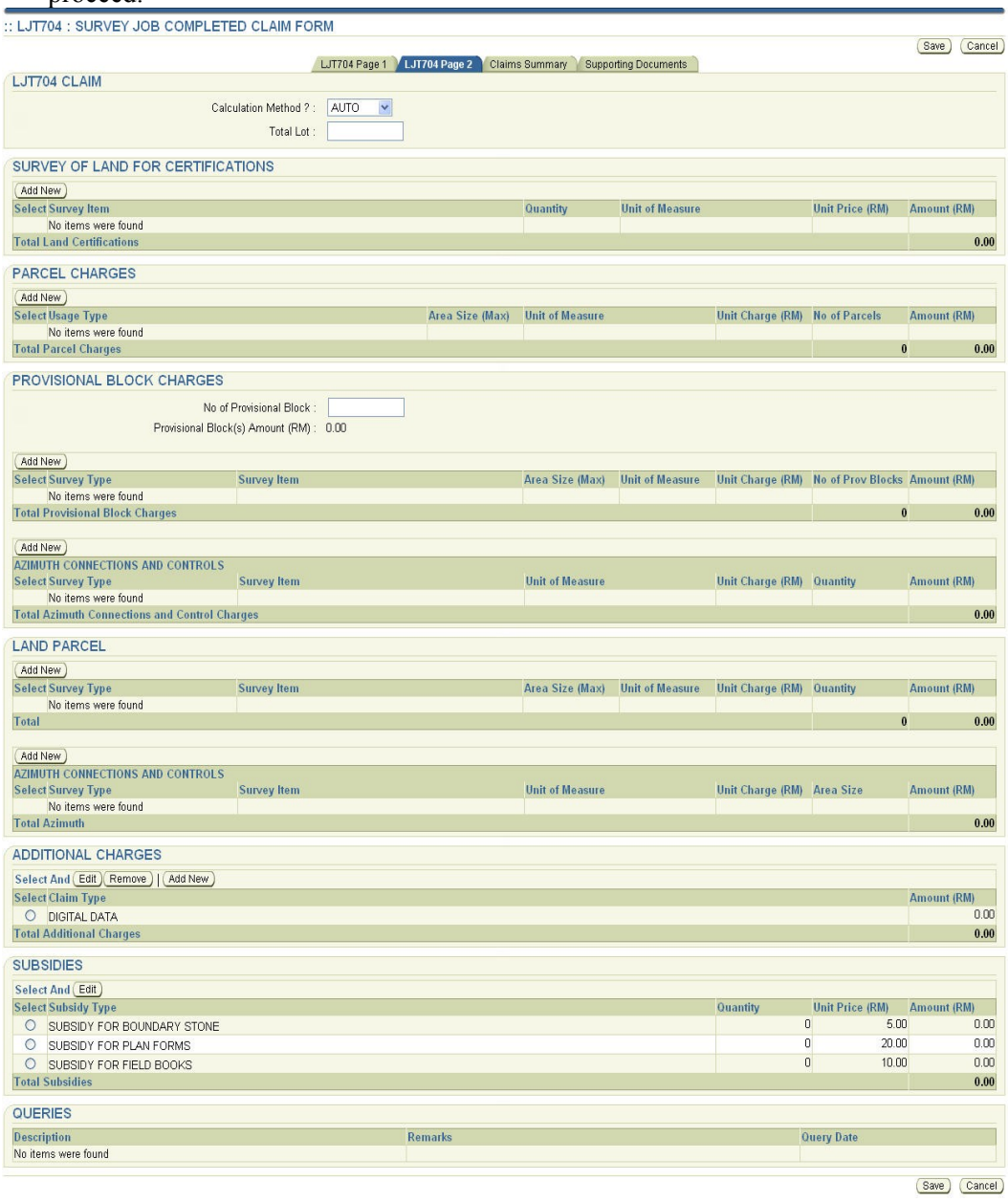


8. Under *LJT 704 Page 1*, the information required is divided into 5 parts.

LJT 704 Info | Job Info | Lot Info | Client Info | LJT600 Info

9. Under *LJT704 Info* section, please make sure you fill up the mandatory field marked *. Click *Continue* to proceed.

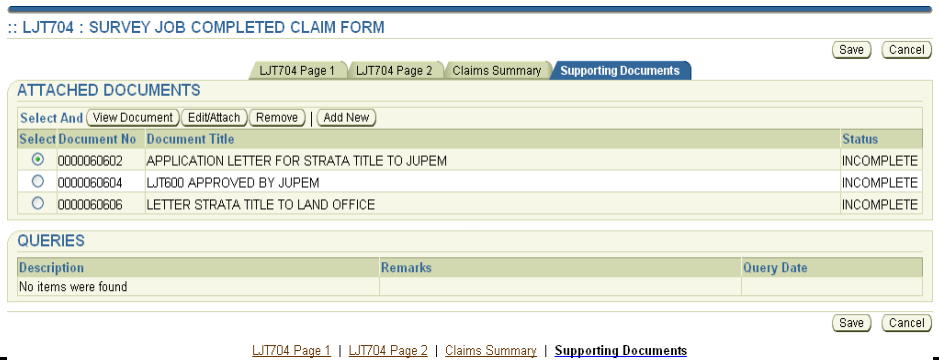
10. The system will bring you to the next tab, *LJT 704 Page 2*. Press *Continue* to proceed.



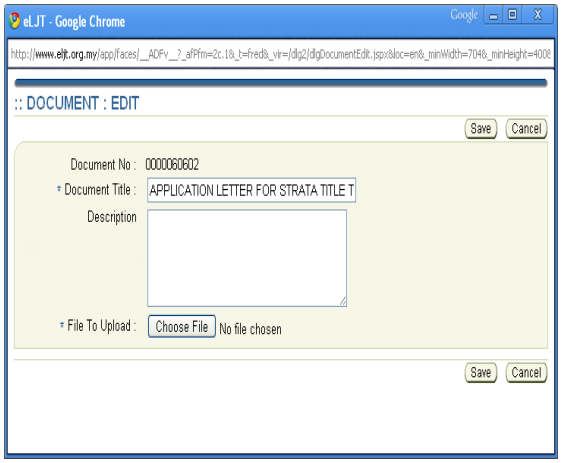
11. The system will go to *Claim Summary* tab. To proceed, press *Continue.*

:: LJT704 : SURVEY JOB COMPLETED CLAIM FORM
Save
Cancel
LJT704 Page 1
LJT704 Page 2
Claims Summary
Supporting Documents
DEPOSIT DETAILS
Total Stage Deposit (RM) : 29,063.00
(-) Stage Claim Todate (RM) : 2,906.30
(-) Stage Levy Todate (RM) : 290.63
(-) Stage Refund Todate (RM) : 0.00
Outstanding Balance (RM) : 25,866.07
SURVEY FEES (FROM PAGE 2)
Total Survey Fees (RM) : 0.00
81% of Survey Fees (RM) : 0.00
(-) Claim Paid Todate (RM) : 0.00
Claim Limit (RM) : 0.00
ADDITIONAL DEPOSITS
Additional Survey Fee (RM) : 0.00
Include 5% Tax ? : NO
(+) 5% Tax on Additional Survey Fee (RM) : 0.00
Total Additional Deposit (RM) : 0.00
Insufficient Amount (RM) : 0.00
Add New
Select
Payment Mode
Bank
Branch
Cheque/Bank Draft No
Cheque Date
Expiry Date
Amount (RM)
No items were found
Total
0.00
Survey Fee to Claim (Up to 81%) (RM) : 0.00
(+) 5% Tax on Additional Deposit (RM) : 0.00
(+) Material Subsidy (RM) : 40.00
Total Claim Amount (RM) : 40.00
LEVIES
Levy (1%) for Additional Deposit (RM) : 0.00
Levy (1%) for Refund (RM) : 0.00
REFUND
Refund (RM) : 0.00
QUERIES
Description
Remarks
Query Date
No items were found
Save
Cancel
LJT704 Page 1 | LJT704 Page 2 | Claims Summary | Supporting Documents

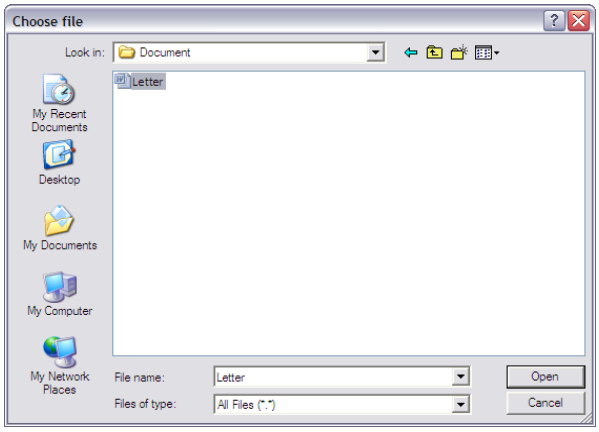
12. Do remember to fill in the last tab: Supporting Document. In this section, you can attach your supporting documents required by pressing *Edit* button to each of the items on the list.



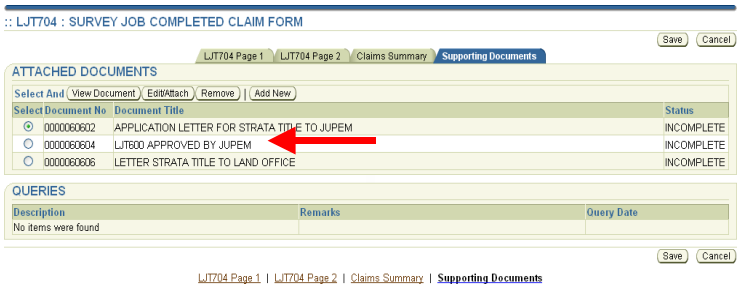
13. A pop up window will appear. Fill in the description. For the file to Upload, Click *Browse.*



14. Choose your scanned document file from its path. Then click *Open*.

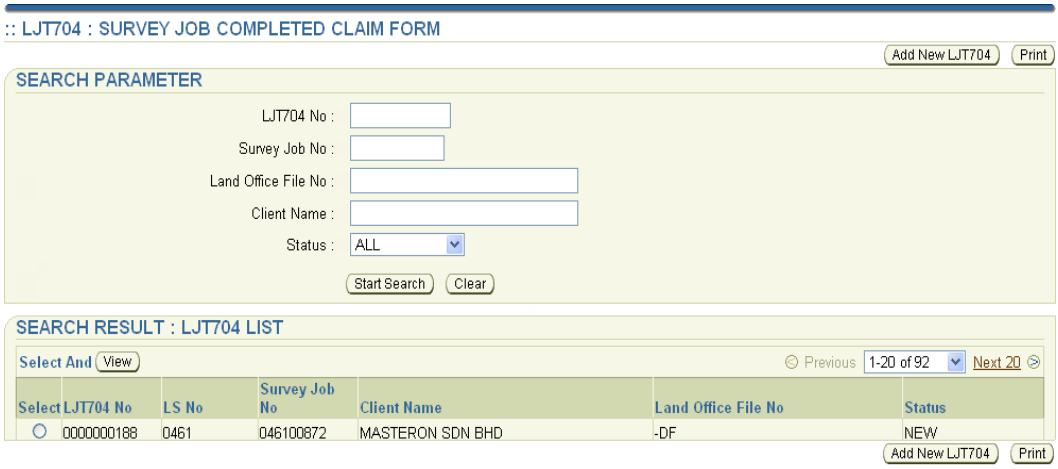


15. The system will automatically grab your file path. Then click *Save.*



16. Do the same method for the rest of the attached documents in the list. Always remember to select the item before you press the *Edit / Delete* button, by default, the system will point to the first item on the list.

17. Congratulations. Now your application is under status *NEW*. You have successfully submitted your application.



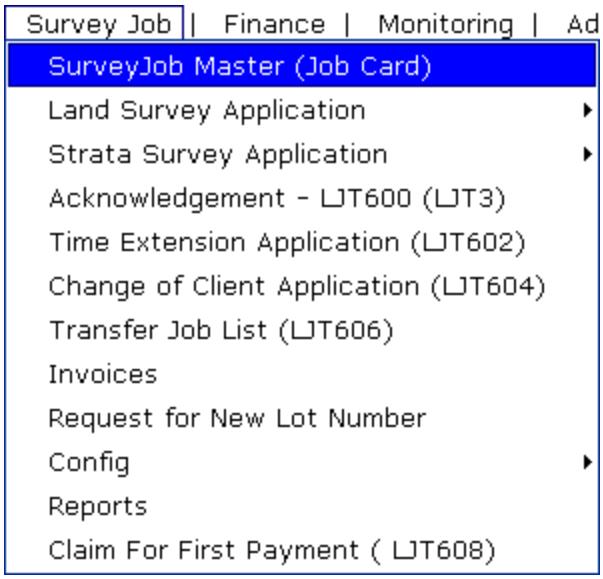
You cannot edit your application in status *NEW*

After *NEW*, your application will be *VERIFIED* (process) by LJT Officer. Once your applicant registered officially, the status will change to *APPROVED*

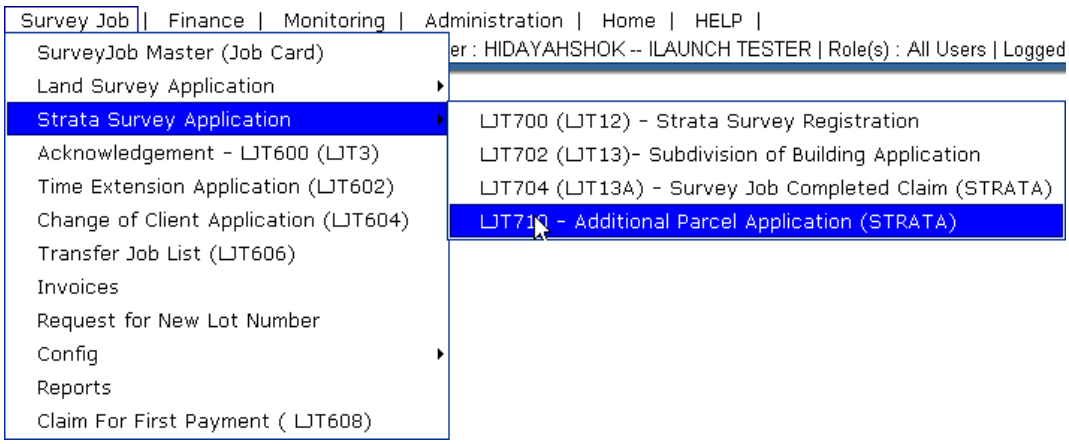
3.3.4 LJT 710 – Additional Parcel Application (STRATA)

Below are the steps-by-steps on how to register a Additional Parcel Application (STRATA).

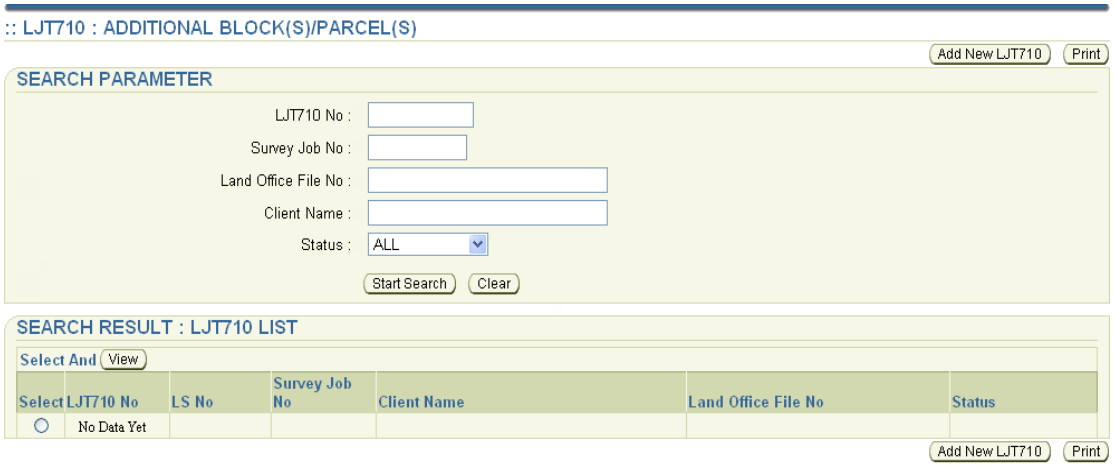
1. Go to the system menu and point to Survey Job.
   The menu will show a drop down sub-menu



2. Go to *Land Survey Application | LJT 710 – Additional Parcel Application (STRATA).*

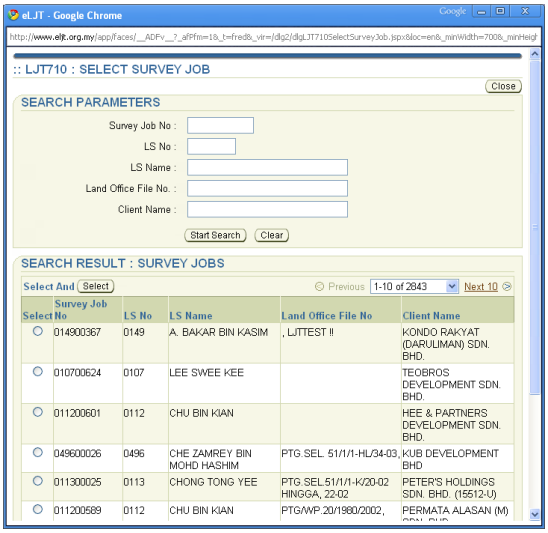

Survey Job | Finance | Monitoring | Administration | Home | HELP |
er : HIDAYAHSHOK -- ILAUNCH TESTER | Role(s) : All Users | Logged
SurveyJob Master (Job Card)
Land Survey Application
Strata Survey Application
Acknowledgement - LJT600 (LJT3)
Time Extension Application (LJT602)
Change of Client Application (LJT604)
Transfer Job List (LJT606)
Invoices
Request for New Lot Number
Config
Reports
Claim For First Payment (LJT608)
LJT700 (LJT12) - Strata Survey Registration
LJT702 (LJT13)- Subdivision of Building Application
LJT704 (LJT13A) - Survey Job Completed Claim (STRATA)
LJT710 - Additional Parcel Application (STRATA)

3. The system will bring you to *LJT 710 Search Criteria*. Click *Add New LJT 710.*

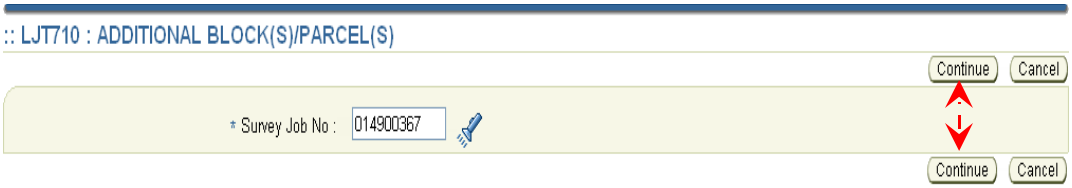


4. Choose Job Number accordingly. Click the icon.

5. A pop up windows will appear. Choose the job number and press *Select.*

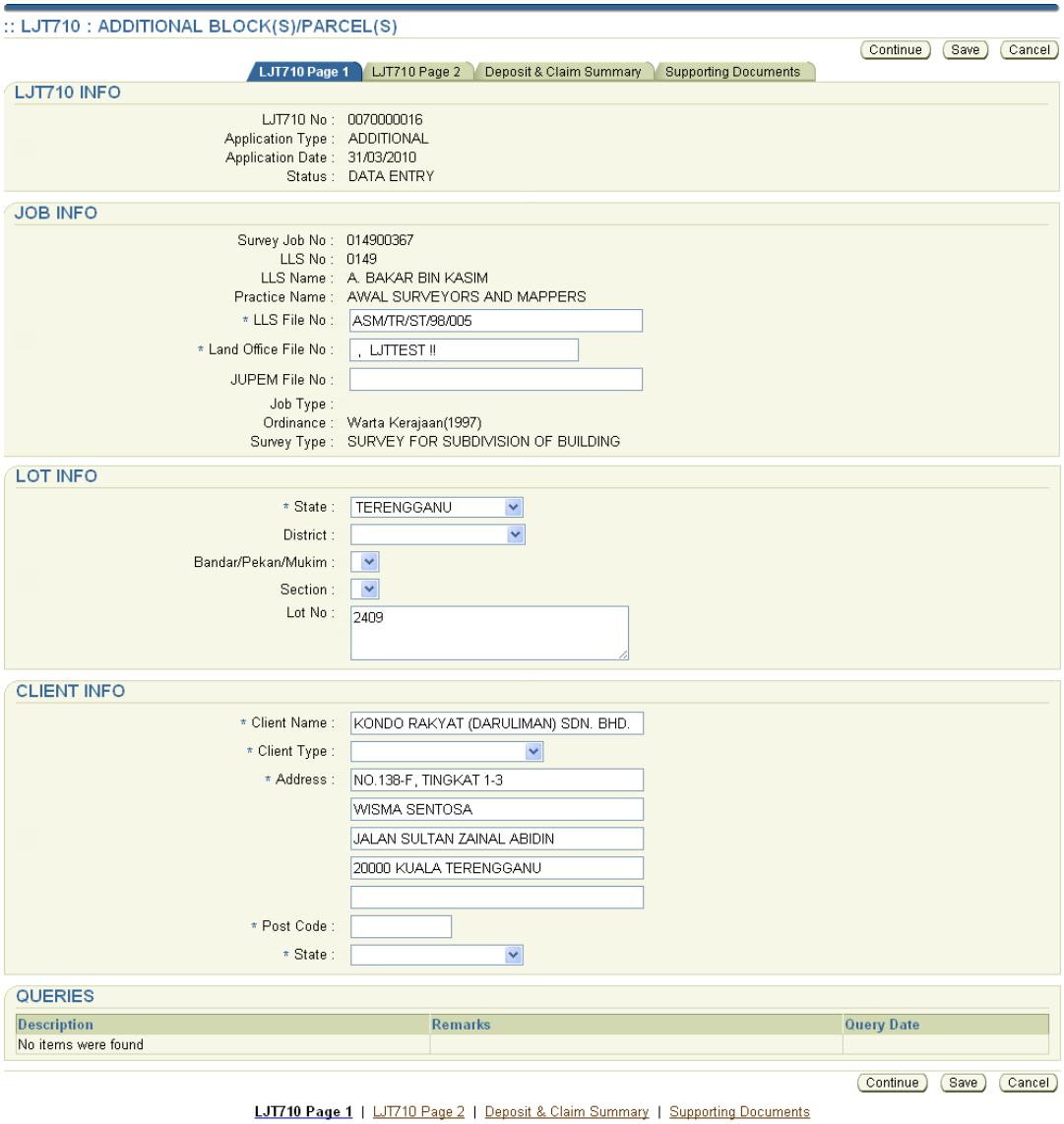

eLJT - Google Chrome
:: LJT710 : SELECT SURVEY JOB
Close
SEARCH PARAMETERS
Survey Job No :
LS No :
LS Name :
Land Office File No. :
Client Name :
Start Search
Clear
SEARCH RESULT : SURVEY JOBS
Select And
Select
Previous
1-10 of 2843
Next 10
Select No
Survey Job No
LS No
LS Name
Land Office File No
Client Name
014900367 0149 A. BAKAR BIN KASIM , LJTTEST !! KONDO RAKYAT (DARULIMAN) SDN. BHD.
010700624 0107 LEE SWEE KEE TEOBROS DEVELOPMENT SDN. BHD.
011200601 0112 CHU BIN KIAN HEE & PARTNERS DEVELOPMENT SDN. BHD.
049600026 0496 CHE ZAMREY BIN MOHD HASHIM PTG SEL. 51/1/1-HL/34-03, KUB DEVELOPMENT BHD
011300025 0113 CHONG TONG YEE PTG SEL.51/1/1-K/20-02 HINGGA, 22-02 PETER'S HOLDINGS SDN. BHD. (15512-U)
011200589 0112 CHU BIN KIAN PTG/WP.20/1980/2002, PERMATA ALASAN (M)

6. Choose Job Number accordingly. Click *Continue*.



7. On the next page, you will see LJT710 being divided into 4 tabs.

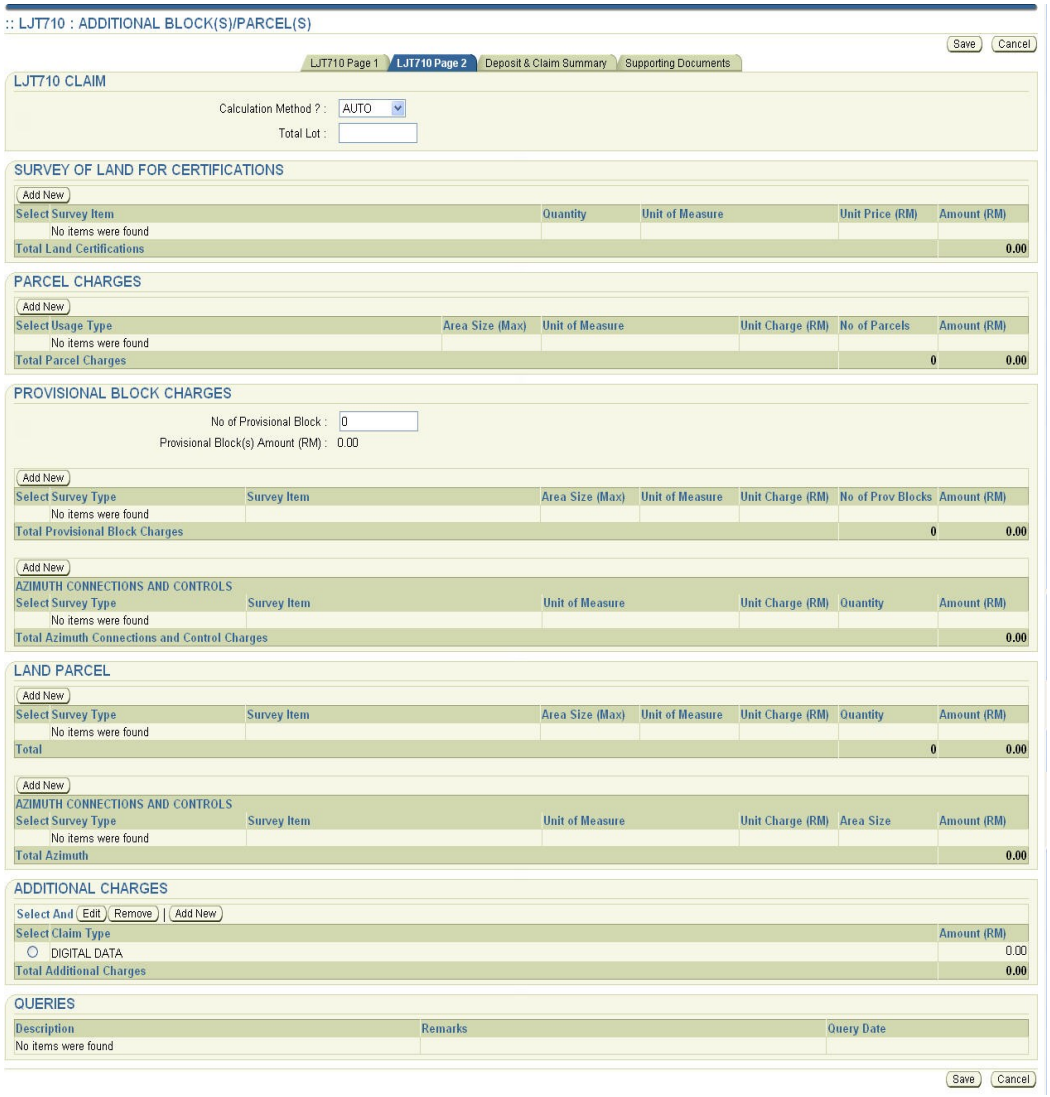
LJT 710 Page 1 | LJT 710 Page 2 | Deposit & Claim Summary | Supporting Documents



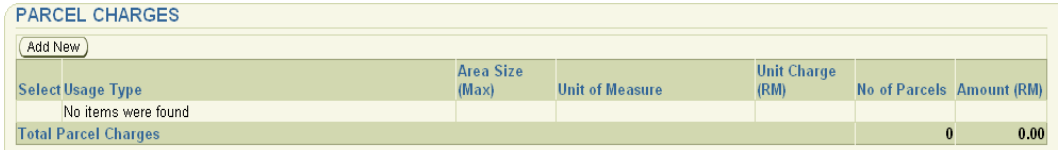
8. Under LJT 710, the information required is divided into 4 parts.

LJT 710 Info | Job Info | Lot Info | Client Info

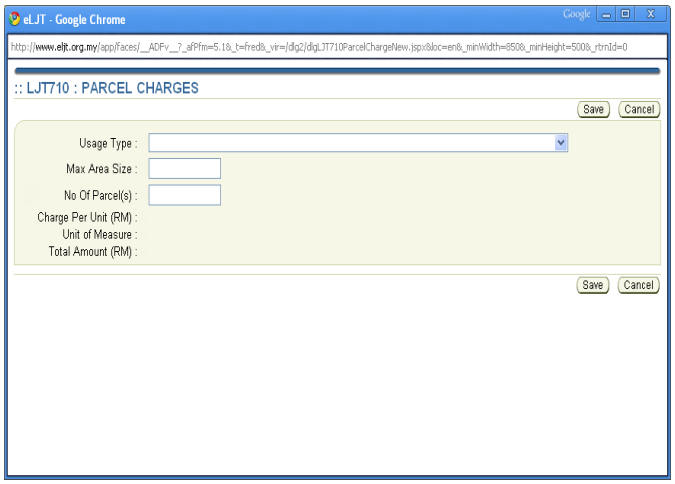
9. The next page will appear.



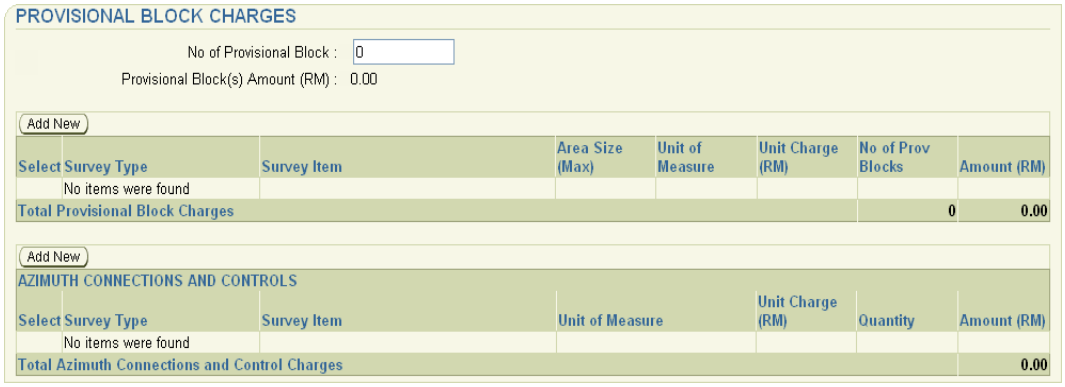
10. To fill in Parcel Chargers Click *Add New* in the Parcel Chargers Section.



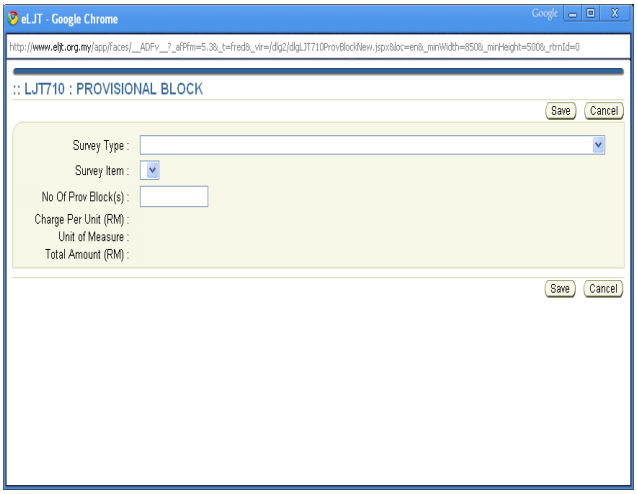
11. A pop up windows will appear. Fill up the *Parcel Chargers* accordingly and press *Save*.



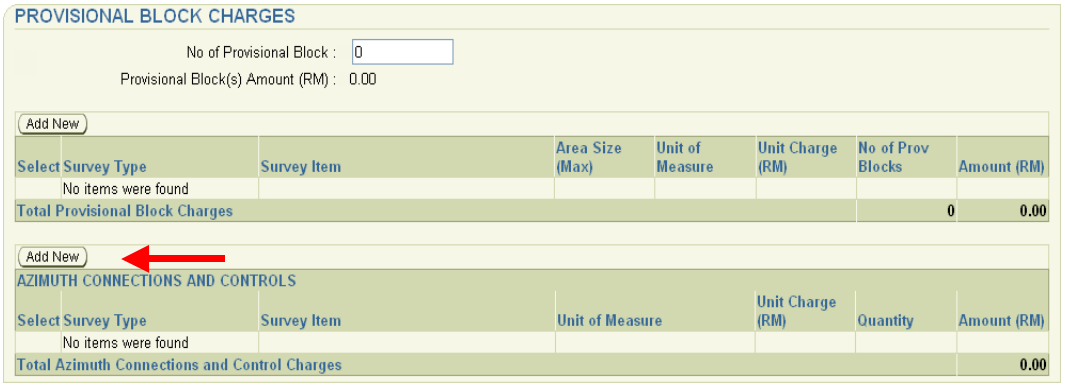
12. To fill in Provisional Block Chargers Click *Add New* in the Provisional Block Chargers Section.



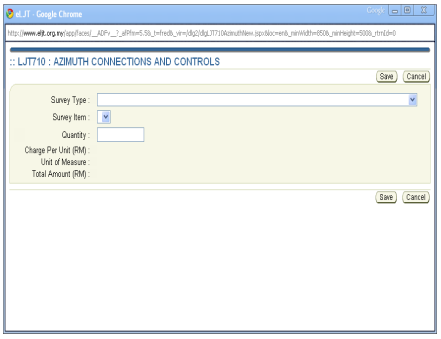
13. A pop up windows will appear. Fill up the *Provisional Block* accordingly and press *Save*.



14. To fill in Azimuth Chargers Click *Add New Row* in the Provisional Block Chargers Section.

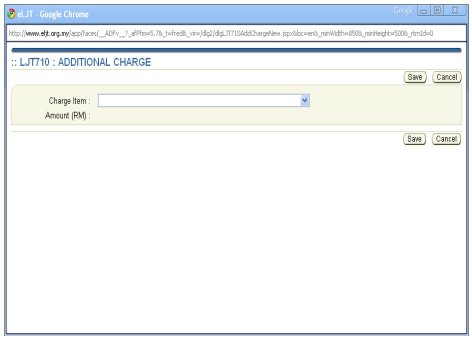


15. A pop up windows will appear. Fill up the *Additional Chargers* accordingly and press *Save*.

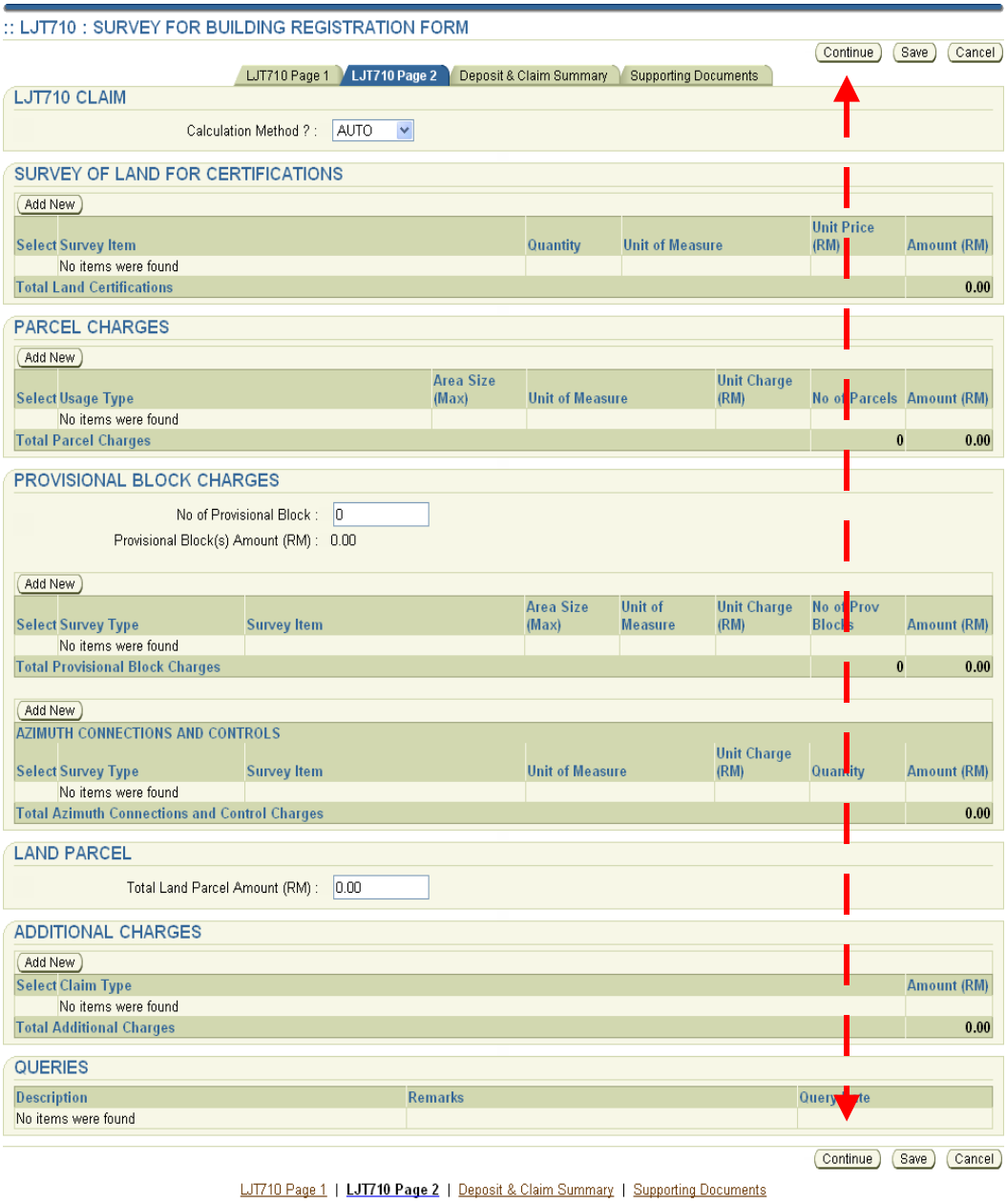


16. To fill in Additional Chargers Click *Add New* in the Additional Chargers Section.

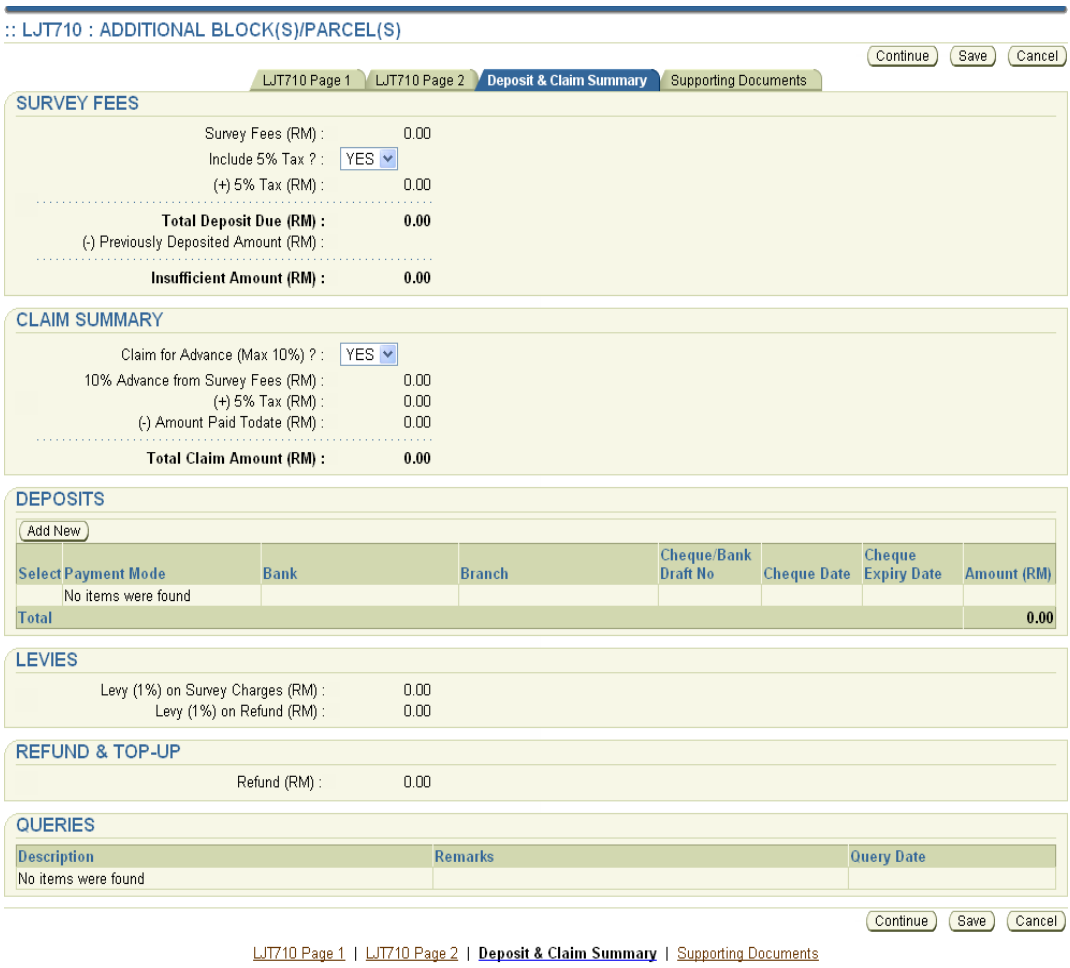
17. A pop up windows will appear. Fill up the *Additional Charge Details* accordingly and press *Save*.



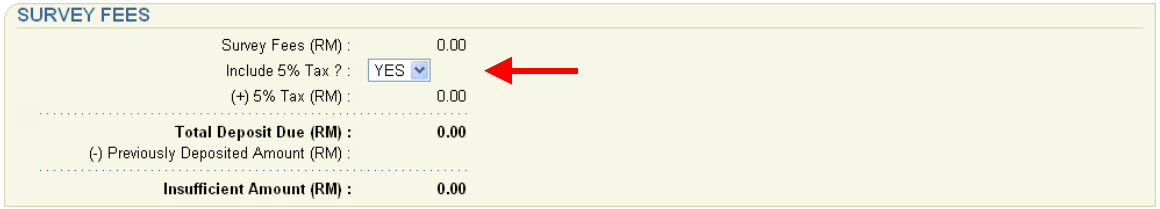
18. Click Continue to proceed.



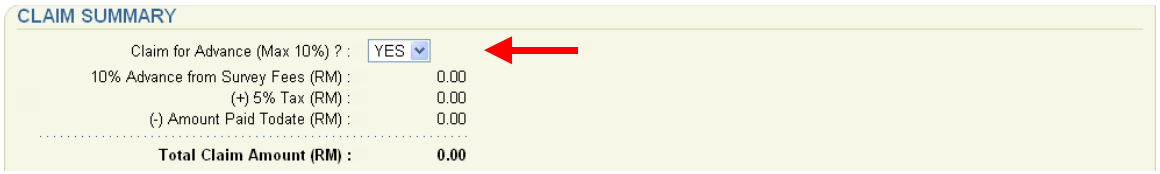
19. Click Continue, then the next page will be displayed.


:: LJT710 : ADDITIONAL BLOCK(S)/PARCEL(S)
Continue
Save
Cancel
LJT710 Page 1
LJT710 Page 2
Deposit & Claim Summary
Supporting Documents
SURVEY FEES
Survey Fees (RM) : 0.00
Include 5% Tax ? : YES
(+) 5% Tax (RM) : 0.00
Total Deposit Due (RM) : 0.00
(-) Previously Deposited Amount (RM) :
Insufficient Amount (RM) : 0.00
CLAIM SUMMARY
Claim for Advance (Max 10%) ? : YES
10% Advance from Survey Fees (RM) : 0.00
(+) 5% Tax (RM) : 0.00
(-) Amount Paid Todate (RM) : 0.00
Total Claim Amount (RM) : 0.00
DEPOSITS
Add New
Select
Payment Mode
Bank
Branch
Cheque/Bank Draft No
Cheque Date
Cheque Expiry Date
Amount (RM)
No items were found
Total
0.00
LEVIES
Levy (1%) on Survey Charges (RM) : 0.00
Levy (1%) on Refund (RM) : 0.00
REFUND & TOP-UP
Refund (RM) : 0.00
QUERIES
Description
Remarks
Query Date
No items were found
Continue
Save
Cancel
LJT710 Page 1 | LJT710 Page 2 | Deposit & Claim Summary | Supporting Documents

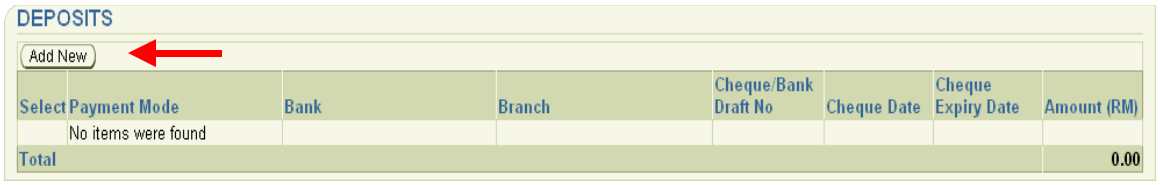
20. Click whether Yes or No at Tax field in Deposit Section.


SURVEY FEES
Survey Fees (RM) : 0.00
Include 5% Tax ? : YES
(+) 5% Tax (RM) : 0.00
Total Deposit Due (RM) : 0.00
(-) Previously Deposited Amount (RM) :
Insufficient Amount (RM) : 0.00

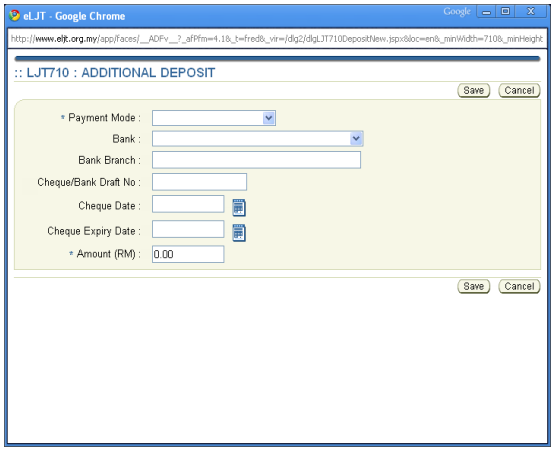
21. Choose Yes or No at 10% Claim for Advance field in Claim Section.


CLAIM SUMMARY
Claim for Advance (Max 10%) ? : YES
10% Advance from Survey Fees (RM) : 0.00
(+) 5% Tax (RM) : 0.00
(-) Amount Paid Todate (RM) : 0.00
Total Claim Amount (RM) : 0.00

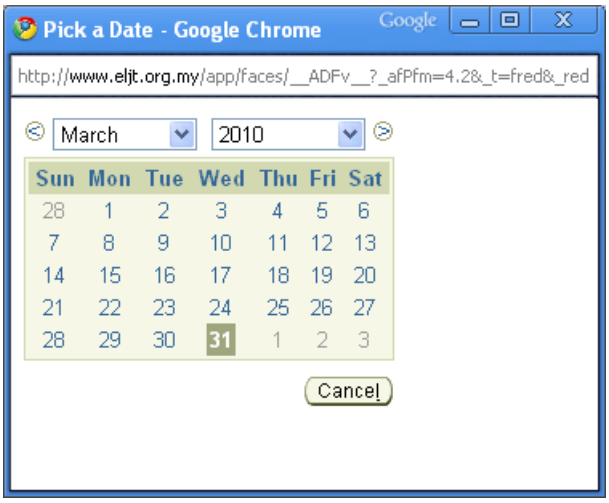
22. To fill in Deposit Info, Click *Add New Deposit* in the Deposit Info Section.



23. A pop up windows will appear. Fill up the *Deposit Details* accordingly and press *Save*.

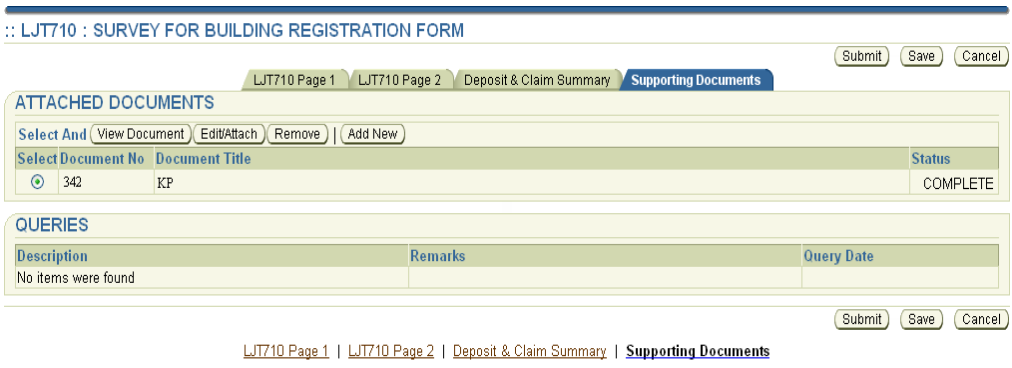


24. Click the Calendar icon and the pop up calendar window will appear. Choose and click the date.

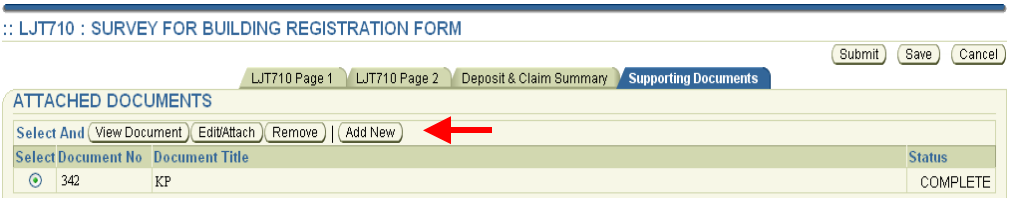

Pick a Date - Google Chrome
Google
http://www.eljt.org.my/app/faces/__ADFv__?_afPfm=4.2&_t=fred&_red
March
2010
Sun Mon Tue Wed Thu Fri Sat
28 1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31 1 2 3
Cancel

25. Click Continue to proceed.

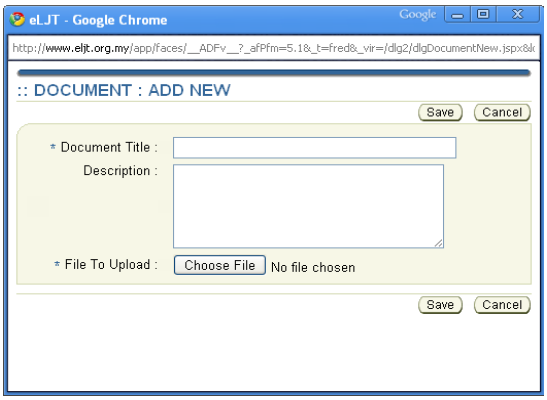
26. The next page will displayed.



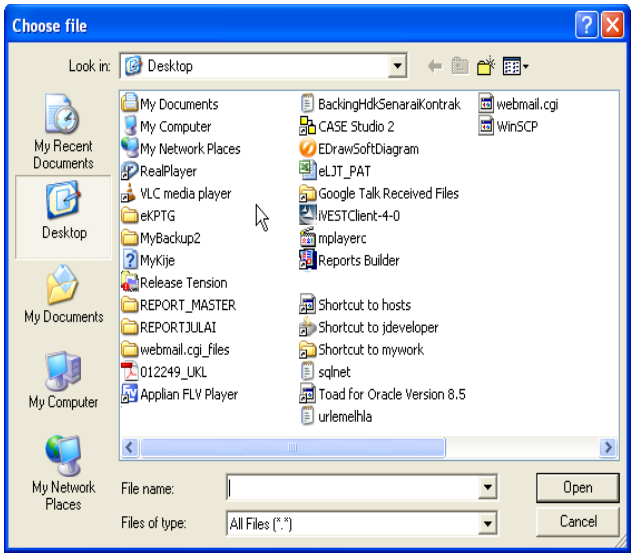
27. To fill in Attached Documents, Click *Add New* in the Attached Documents Section.



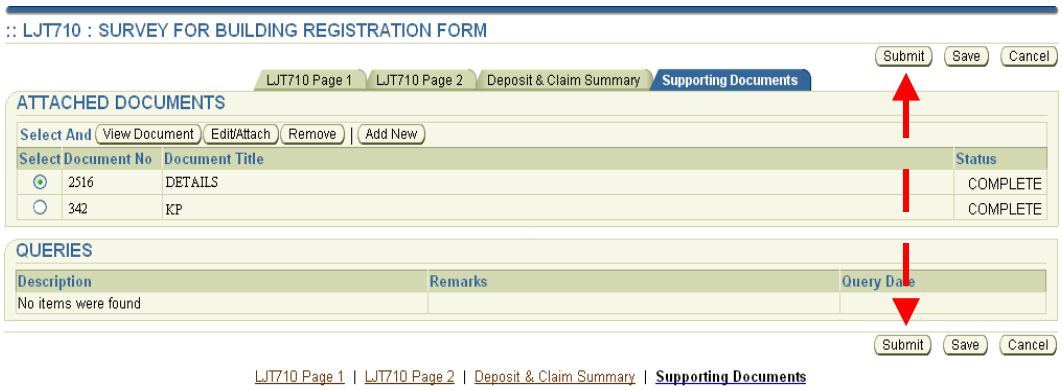
28. A pop up windows will appear. Fill up the *Attached Documents details.*



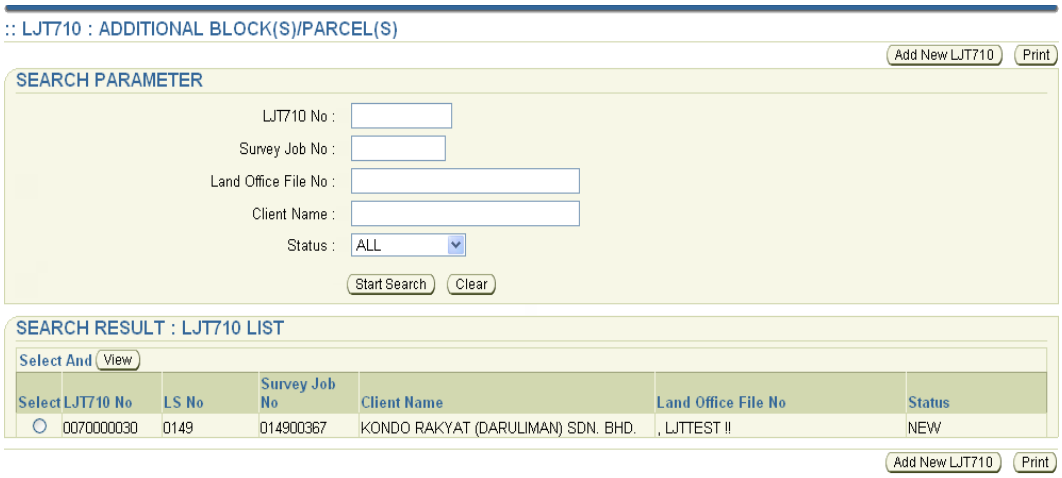
29. To upload file, click Browse button. A pop up windows will appear then choose the file.



30. To complete the application, click Submit button.



31. Congratulations. Now you application is under status *NEW*. You have successfully submitted your application for Additional Lot and Fee to the Board.



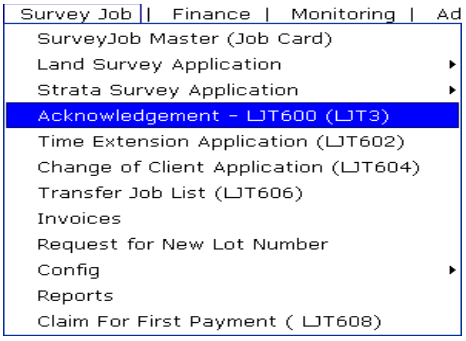
You cannot edit your application in status *NEW*

After *NEW*, your application will be *VERIFIED* (process) by LJT Officer. Once your applicant registered officially, the status will change to *APPROVED*

3.4 Acknowledgement for Submission of Plan and Other Documents (LJT600)

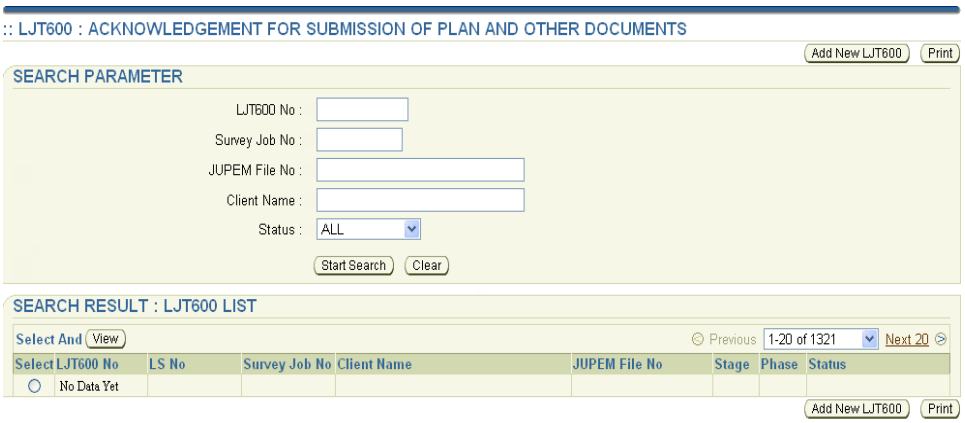
Below are the steps-by-steps way to register an Acknowledgement for Submission of Plan and Other Documents.

1. Go to the system menu and point to Survey Job.
   The menu will show a drop down sub-menu



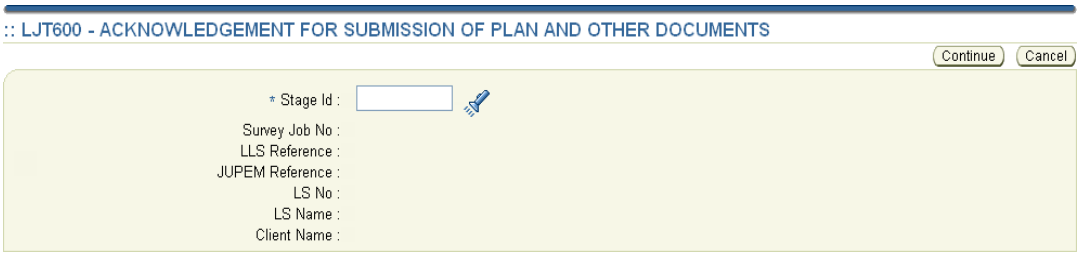
2. Click *Acknowledgement for Submission of Plan and Other Documents (LJT600)*.

3. The system will bring you to *Acknowledgement for Submission of Plan and Other Documents (LJT600) Search Screen*

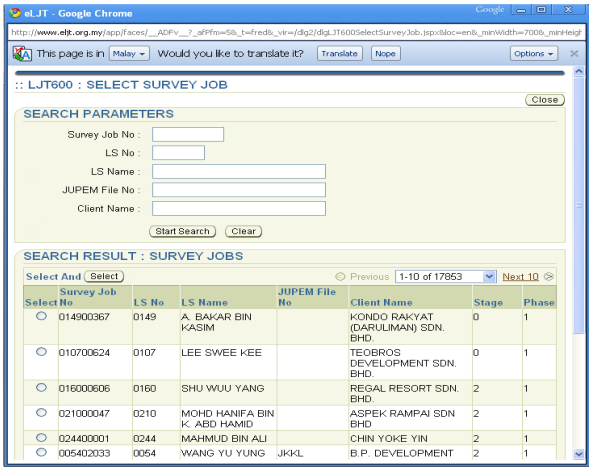


4. Click *Add New* button.

5. Key-in Job Number accordingly or Click to search for other Job Number.



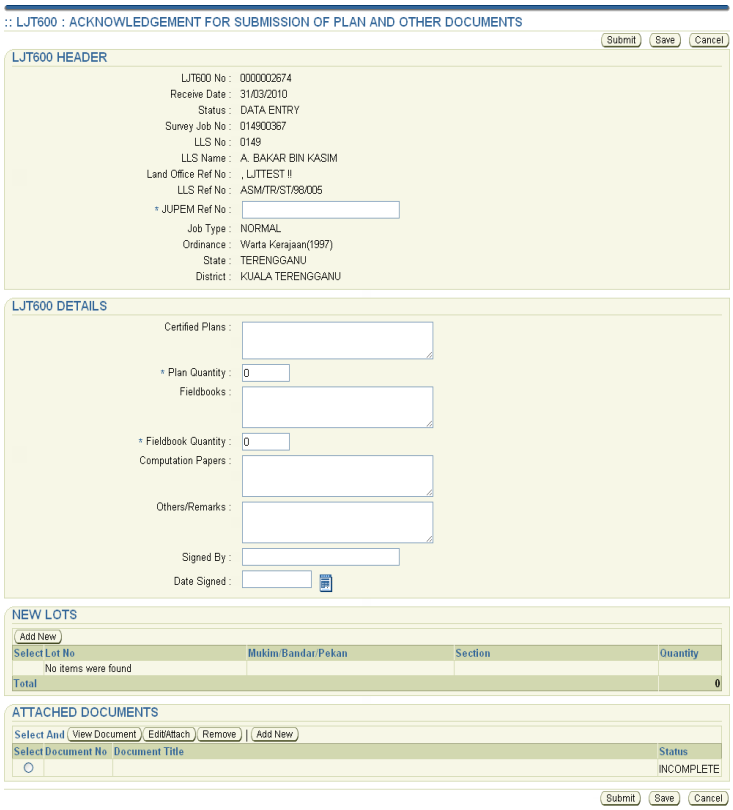
6. A pop up windows will appear.
   Choose the job number and press *Select*.


eLJT - Google Chrome
:: LJT600 : SELECT SURVEY JOB
Close
SEARCH PARAMETERS
Survey Job No :
LS No :
LS Name :
JUPEM File No :
Client Name :
Start Search
Clear
SEARCH RESULT : SURVEY JOBS
Select And
Select
Previous
1-10 of 17863
Next 10
Select
Survey Job No
LS No
LS Name
JUPEM File No
Client Name
Stage
Phase
014900367 0149 A. BAKAR BIN KASIM KONDO RAKYAT (DARULIMAN) SDN. BHD. 0 1
010700624 0107 LEE SWEE KEE TEOBROS DEVELOPMENT SDN. BHD. 0 1
016000606 0160 SHU WUU YANG REGAL RESORT SDN. BHD. 2 1
021000047 0210 MOHD HANIFA BIN K. ABD HAMID ASPEK RAMPAI SDN BHD 2 1
024400001 0244 MAHMUD BIN ALI CHIN YOKE YIN 2 1
005402033 0054 WANG YU YUNG JKKL B.P. DEVELOPMENT 2 1

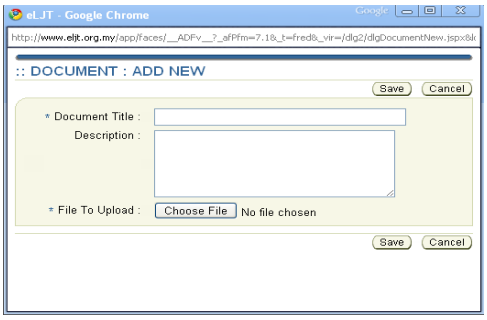
7. Click *Continue* if you satisfy with the job number.

8. The system will bring to Plan details. There are two sections: Plan and other document's details & Supporting Documents

9. Fill in the Plan and other document's details

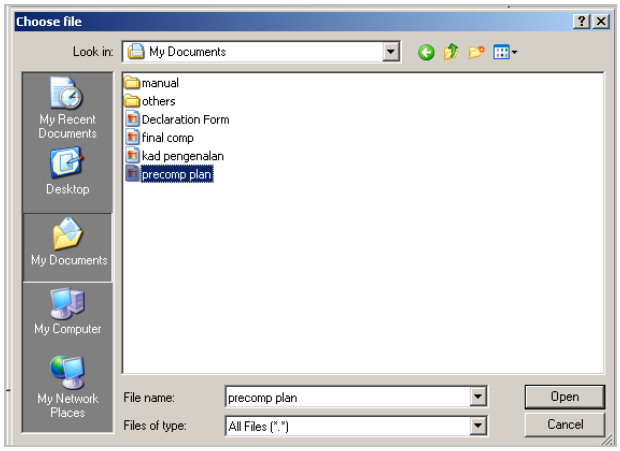


10. Click *Add New* if you want to attach all documents required.



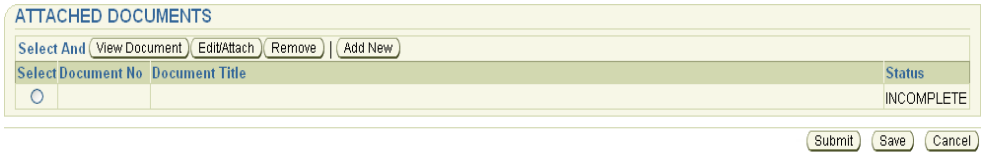
11. A pop up windows will appear. Fill in all the particulars required.

12. For the *File To Upload*, click *Browse*.



13. Click *Save* or *Cancel* button to return the *Request for New Lot Number : Add New* page.

14. Click *Save* button to continue editing or *Submit* button to send the form to LJT.



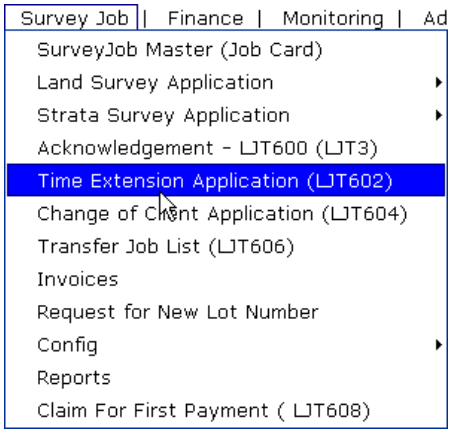
You cannot edit your application in status *NEW*.

After *NEW*, your application will be *VERIFIED* (process) by LJT Officer. Once your applicant registered officially, the status will change to *APPROVED*.

3.5 Time Extension Application (LJT602)

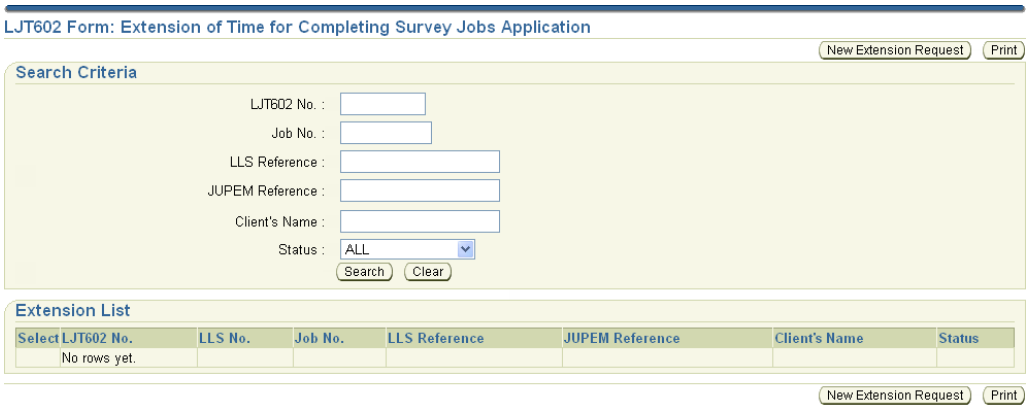
Below are the steps-by-steps ways to register Time Extension Application (LJT602).

1. Go to the system menu and point to Survey Job.
   The menu will show a drop down sub-menu.



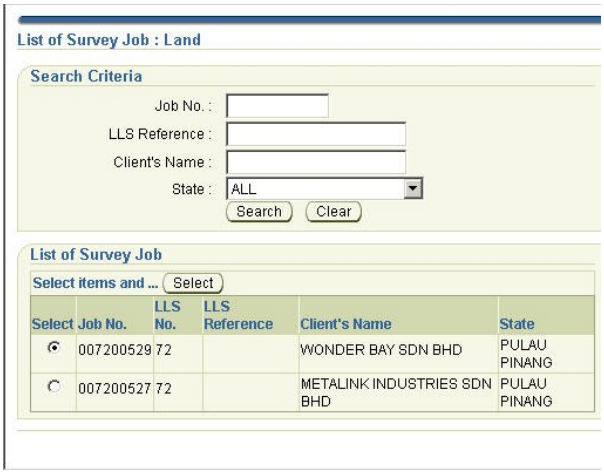
2. Go to the system menu and point to *Time Extension Application*.

3. The system will bring you to this screen. To proceed, click the *New Extension Request* button.



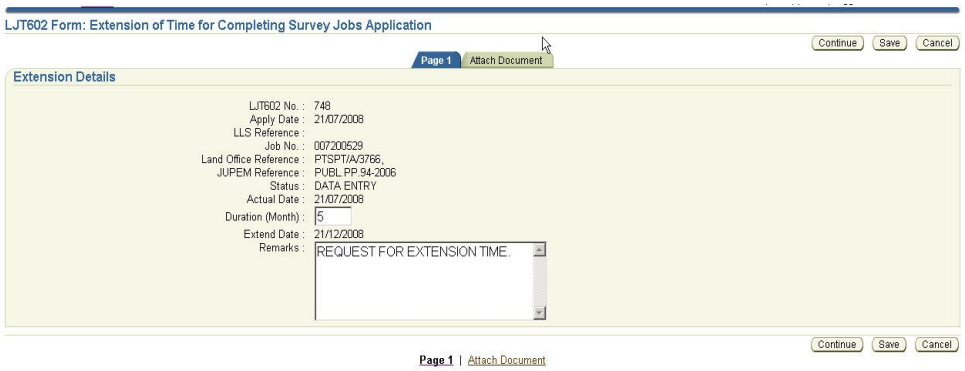
4. To select Job No., click button.

5. A pop up windows will appear. Select the Job No. for your application and click *Select* button to proceed.



6. Click *Continue* to proceed.

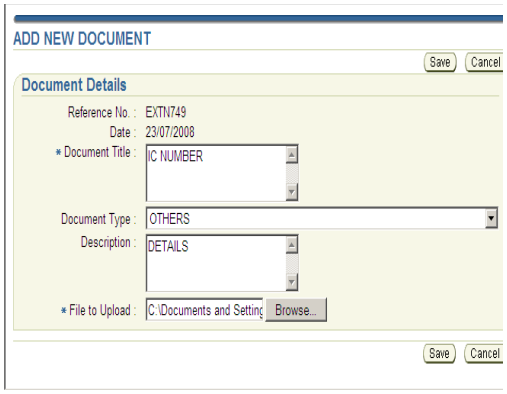
7. The system will bring you to the screen as shown below.



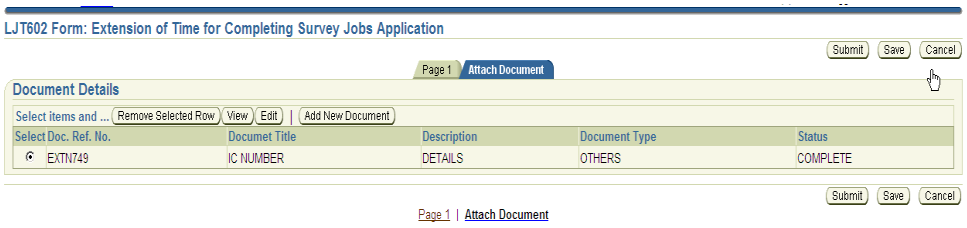
8. Please enter the request for duration in *Duration (Month)* field. The *Extend Date* will appear automatically after you enter the duration. Click *Continue* to proceed.

9. The following screen will be displayed.

10. Select *Add New Document* button. A pop up window will appear. Fill all the necessary details accordingly and press *Save* button.

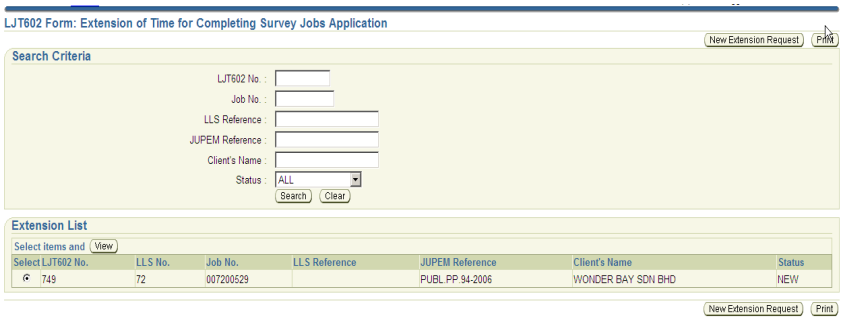


11. After you add a document, you can edit, delete and view your documents by clicking the button accordingly.



12. To submit the application, click *Submit* button.

13. Congratulations! Now your application is under status *NEW*. You have successfully submitted your application.



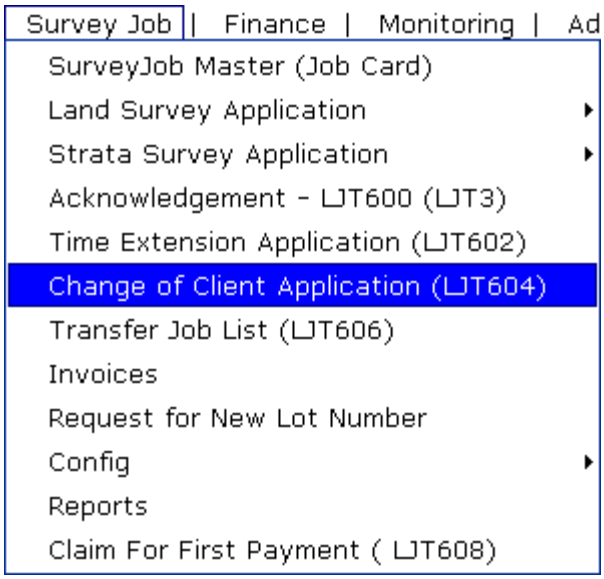
You cannot edit your application in status *NEW*.

After *NEW*, your application will be *VERIFIED* (process) by LJT Officer. Once your applicant registered officially, the status will change to *APPROVE*

3.6 Change of Client Application (LJT604)

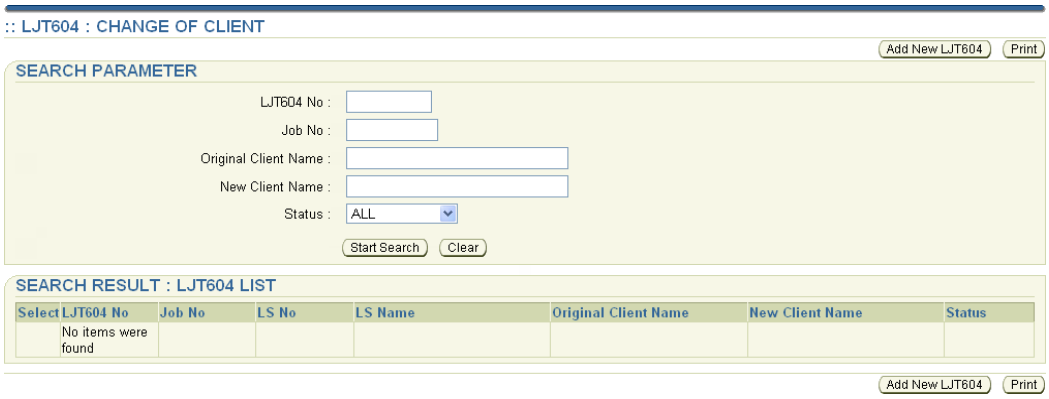
Below are the steps-by-steps ways to register Change of Client Application (LJT604).

1. Go to the system menu and point to Survey Job.
   The menu will show a drop down sub-menu.

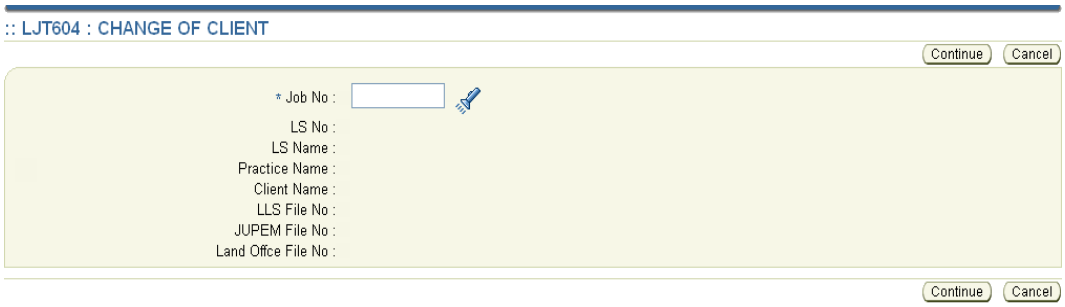


2. Go to the system menu and point to *Change of Client Application*.

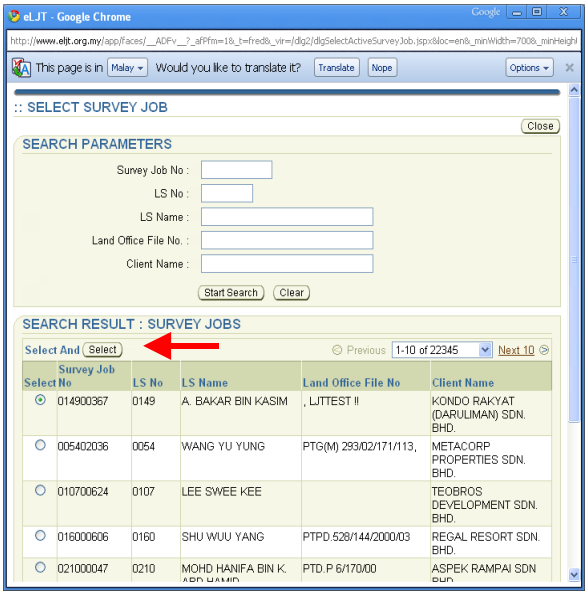
3. The system will bring you to this screen. To proceed, click the *Add New LJT604* button



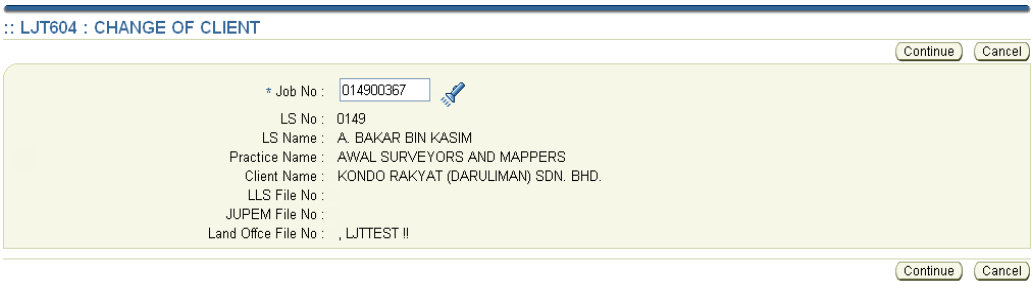
4. To select Survey Job No., click the button.



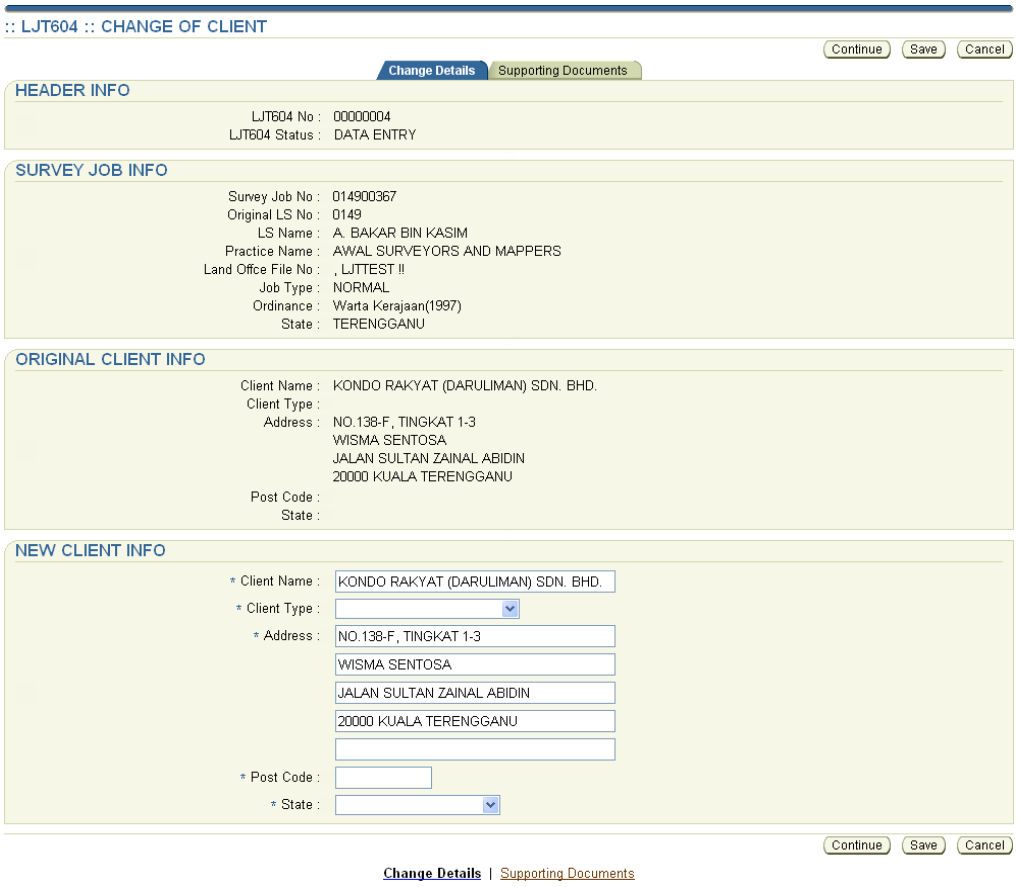
5. A pop up window will appear. Select the Job No. and click the *Select* button to proceed.


eLJT - Google Chrome
This page is in Malay Would you like to translate it? Translate Nope Options
:: SELECT SURVEY JOB
Close
SEARCH PARAMETERS
Survey Job No :
LS No :
LS Name :
Land Office File No. :
Client Name :
Start Search
Clear
SEARCH RESULT : SURVEY JOBS
Select And Select
Previous 1-10 of 22345 Next 10
Select
Survey Job No
LS No
LS Name
Land Office File No
Client Name
014900367 0149 A. BAKAR BIN KASIM , LJTTEST !! KONDO RAKYAT (DARULIMAN) SDN. BHD.
005402036 0054 WANG YU YUNG PTG(M) 293/02/171/113, METACORP PROPERTIES SDN. BHD.
010700624 0107 LEE SWEE KEE TEOBROS DEVELOPMENT SDN. BHD.
016000606 0160 SHU WUU YANG PTPD.528/144/2000/03 REGAL RESORT SDN. BHD.
021000047 0210 MOHD HANIFA BIN K. PTD.P 6/170/00 ASPEK RAMPAI SDN

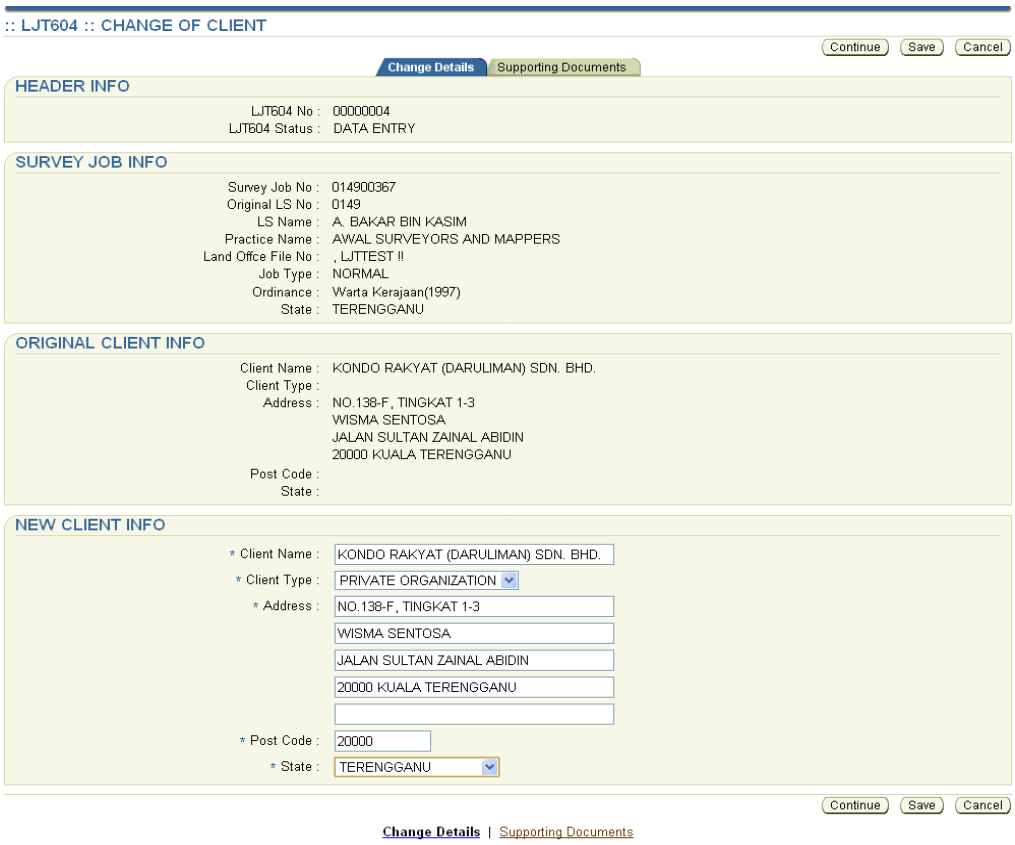
6. Click *Continue* to proceed.


:: LJT604 : CHANGE OF CLIENT
Continue
Cancel
* Job No : 014900367
LS No : 0149
LS Name : A. BAKAR BIN KASIM
Practice Name : AWAL SURVEYORS AND MAPPERS
Client Name : KONDO RAKYAT (DARULIMAN) SDN. BHD.
LLS File No :
JUPEM File No :
Land Offce File No : , LJTTEST !!
Continue
Cancel

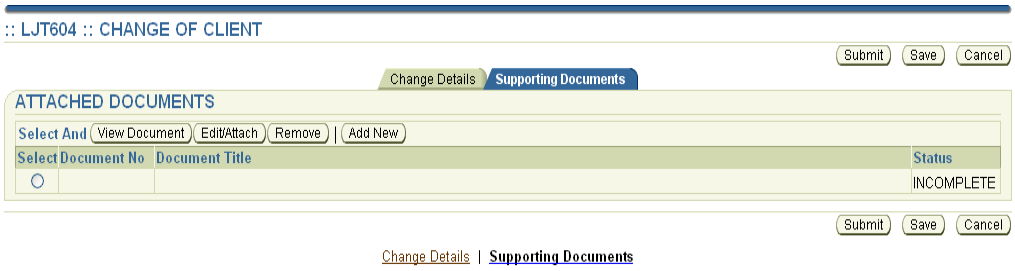
7. The system will bring you to the screen as shown below.



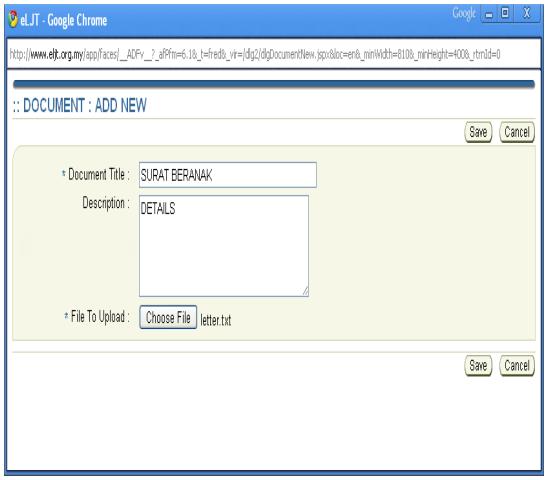
8. Please enter the required field for this application. Click *Continue* to proceed.



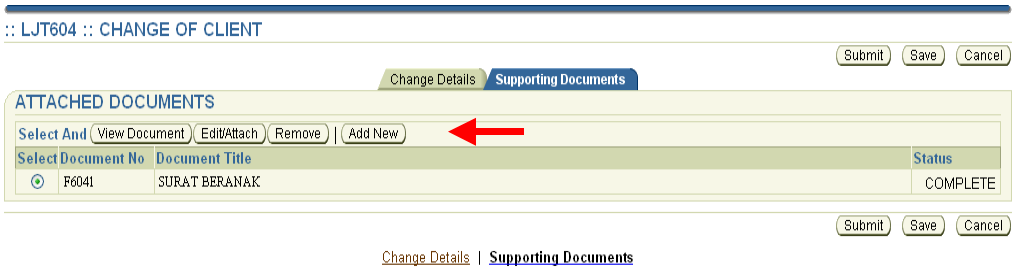
9. The system will bring you to the next tab, *Supporting Documents.*



10. To fill up Document Details, click *Add New Document* button. Fill up all the information and click *Save.*

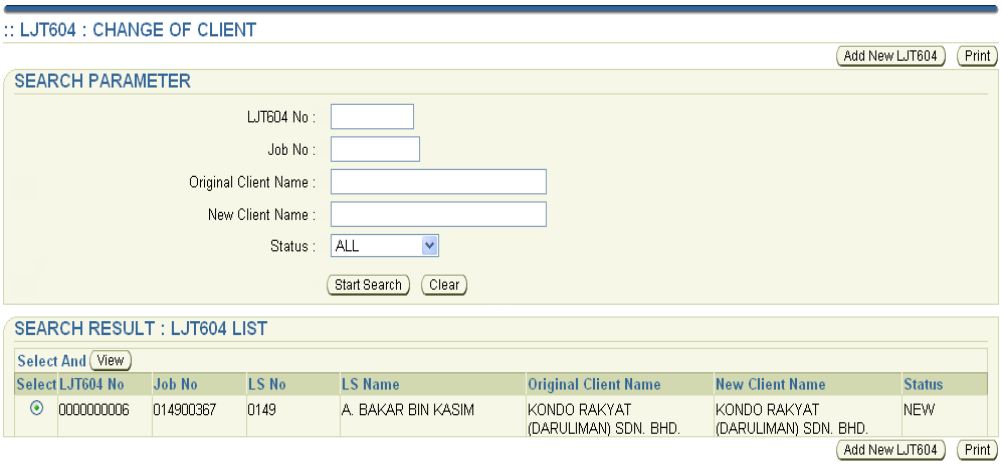


11. The following screen will be displayed. After you add a document, you can view , edit, delete your documents by clicking the button accordingly.



12. To submit the application, click *Submit* button.

13. Congratulations! Now your application is under status *NEW*. You have successfully submitted your application.



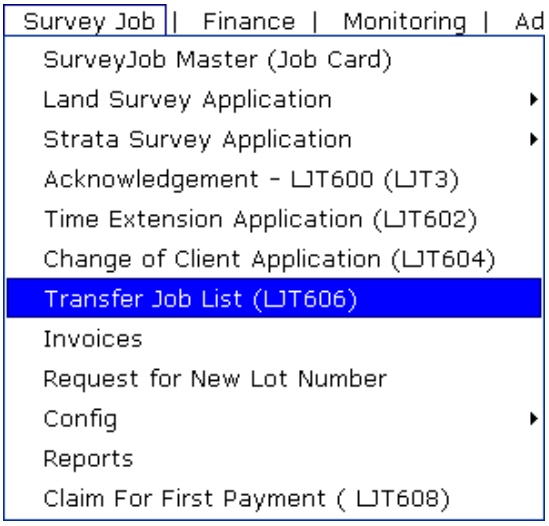
You cannot edit your application in status *NEW*.

After *NEW*, your application will be *VERIFIED* (process) by LJT Officer. Once your applicant registered officially, the status will change to *APPROVED*.

3.7 Transfer Job List (LJT606)

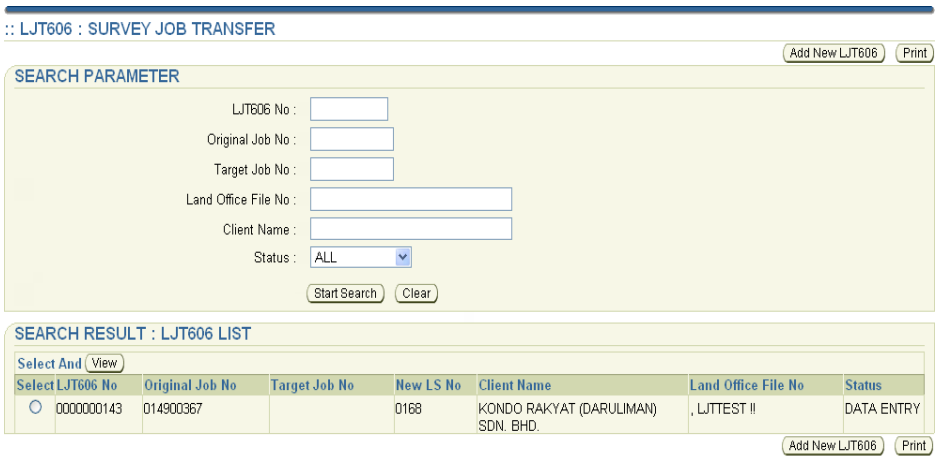
Below are the steps-by-steps ways to register Transfer Job List (LJT606)

1. Go to the system menu and point to Survey Job.
   The menu will show a drop down sub-menu.

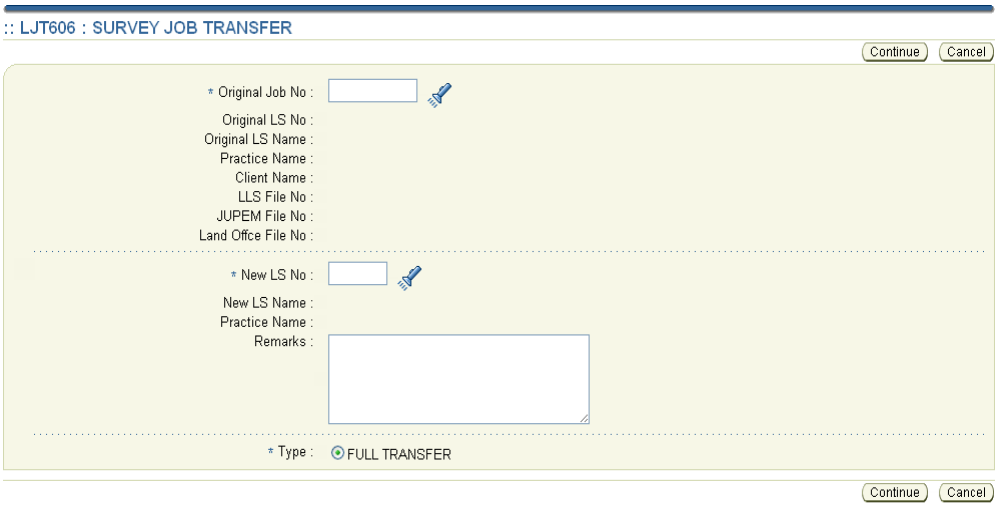


2. Go to the system menu and point to *Transfer Job List*.

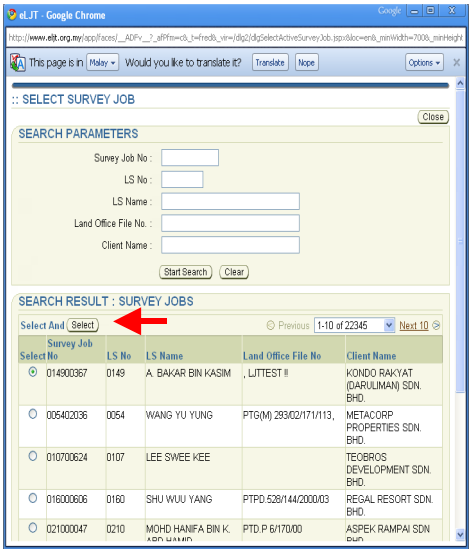
3. The system will bring you to this screen. To proceed, click the *Add New LJT606* button

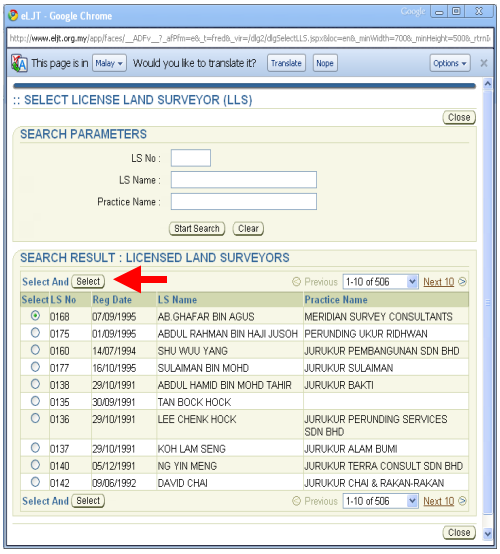


4. To select Job To Transfer. , click the button.

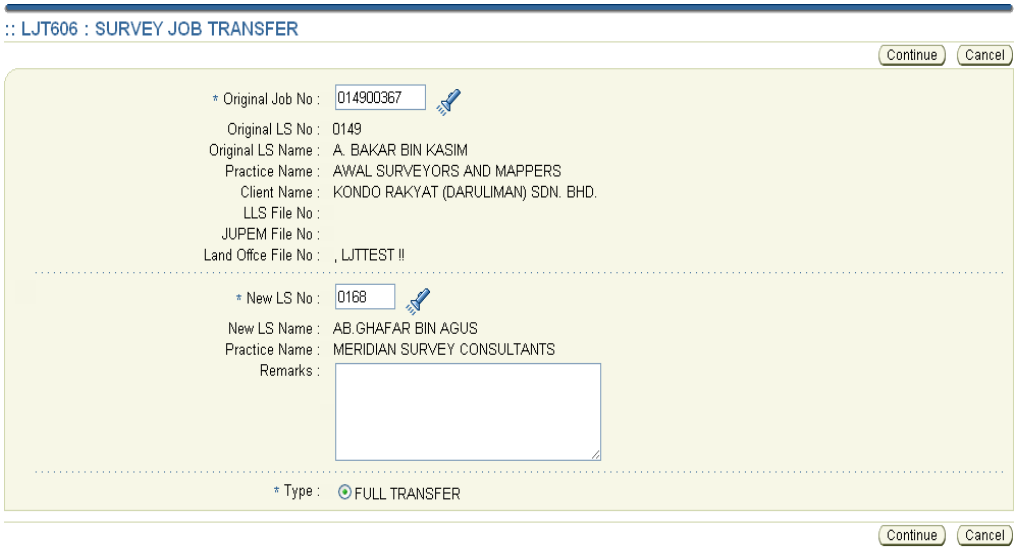


5. A pop up window will appear. Select the Job to Transfer. and click the *Select* button to proceed.

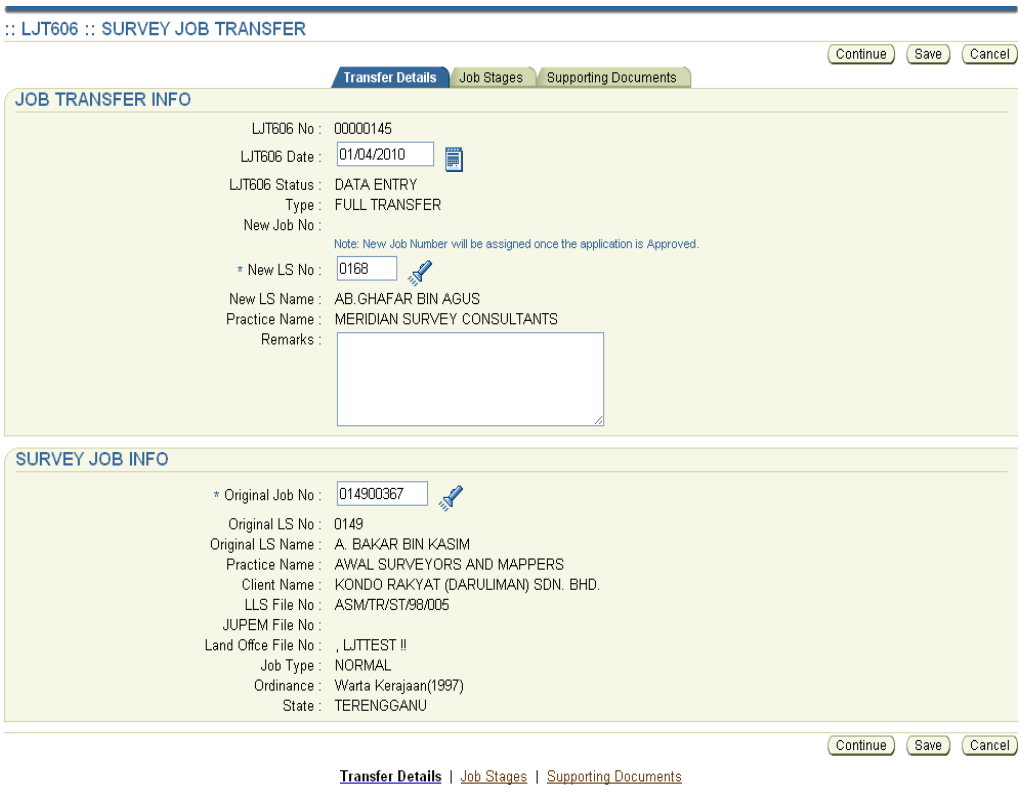




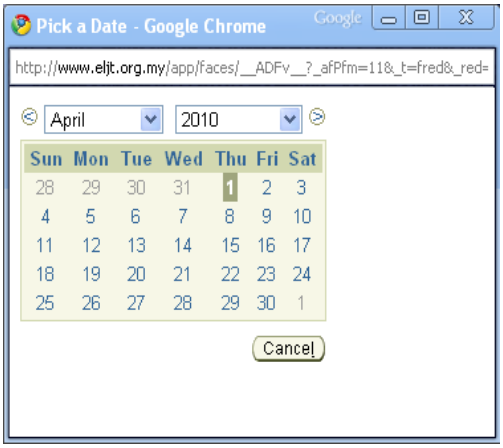
6. Click *Continue* to proceed.


:: LJT606 : SURVEY JOB TRANSFER
Continue
Cancel
* Original Job No : 014900367
Original LS No : 0149
Original LS Name : A. BAKAR BIN KASIM
Practice Name : AWAL SURVEYORS AND MAPPERS
Client Name : KONDO RAKYAT (DARULIMAN) SDN. BHD.
LLS File No :
JUPEM File No :
Land Office File No : , LJTTEST !!
* New LS No : 0168
New LS Name : AB.GHAFAR BIN AGUS
Practice Name : MERIDIAN SURVEY CONSULTANTS
Remarks :
* Type : FULL TRANSFER
Continue
Cancel

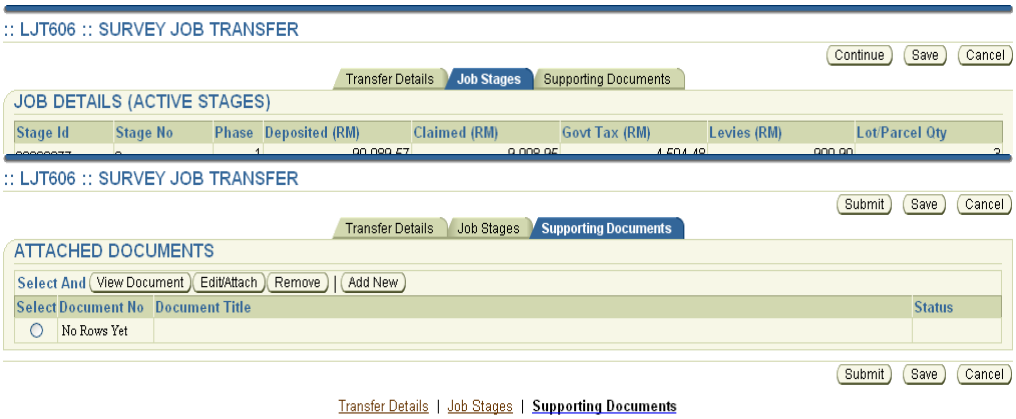
7. The system will bring you to the screen as shown below. Please enter the field for this application if necessary. Make sure all particulars are correct.


:: LJT606 :: SURVEY JOB TRANSFER
Continue
Save
Cancel
Transfer Details
Job Stages
Supporting Documents
JOB TRANSFER INFO
LJT606 No : 00000145
LJT606 Date : 01/04/2010
LJT606 Status : DATA ENTRY
Type : FULL TRANSFER
New Job No :
Note: New Job Number will be assigned once the application is Approved.
* New LS No : 0168
New LS Name : AB.GHAFAR BIN AGUS
Practice Name : MERIDIAN SURVEY CONSULTANTS
Remarks :
SURVEY JOB INFO
* Original Job No : 014900367
Original LS No : 0149
Original LS Name : A. BAKAR BIN KASIM
Practice Name : AWAL SURVEYORS AND MAPPERS
Client Name : KONDO RAKYAT (DARULIMAN) SDN. BHD.
LLS File No : ASM/TR/ST/98/005
JUPEM File No :
Land Office File No : , LJTTEST !!
Job Type : NORMAL
Ordinance : Warta Kerajaan(1997)
State : TERENGGANU
Continue
Save
Cancel
Transfer Details | Job Stages | Supporting Documents

8. Click the calendar icon. Popup calendar will appear. Click *Continue* to proceed.

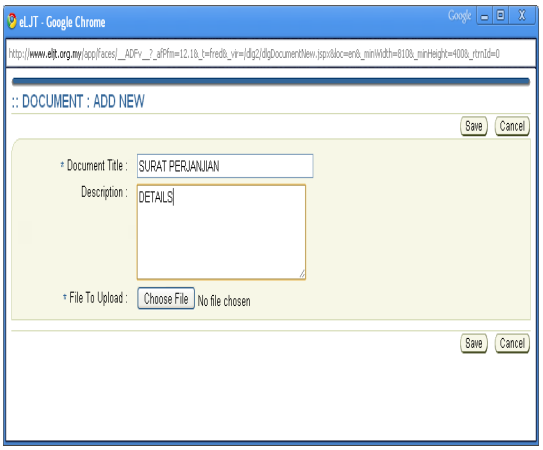

Pick a Date - Google Chrome
http://www.eljt.org.my/app/faces/__ADFv__?_afPfm=11&_t=fred&_red=
April
2010
Sun Mon Tue Wed Thu Fri Sat
28 29 30 31 1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 1
Cancel

9. The system will bring you to the next tab, *Job Stages.* Click *continue* to proceed.

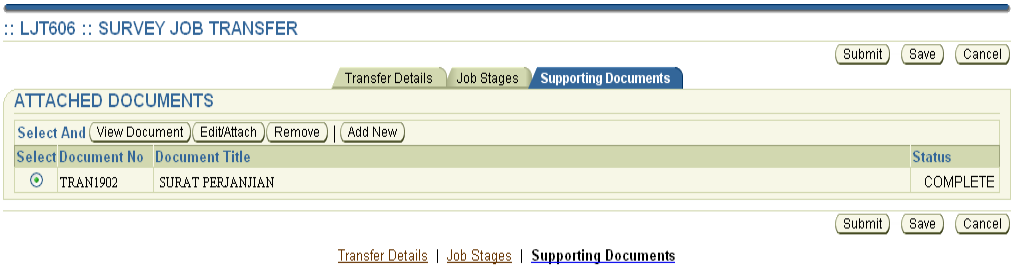


10. The system will bring you to the next tab, *Supporting Documents.* To fill up Document Details, click *Add New Document* button. Fill up all the information and click *Save.*

11. Fill up all the information and click *Save*.

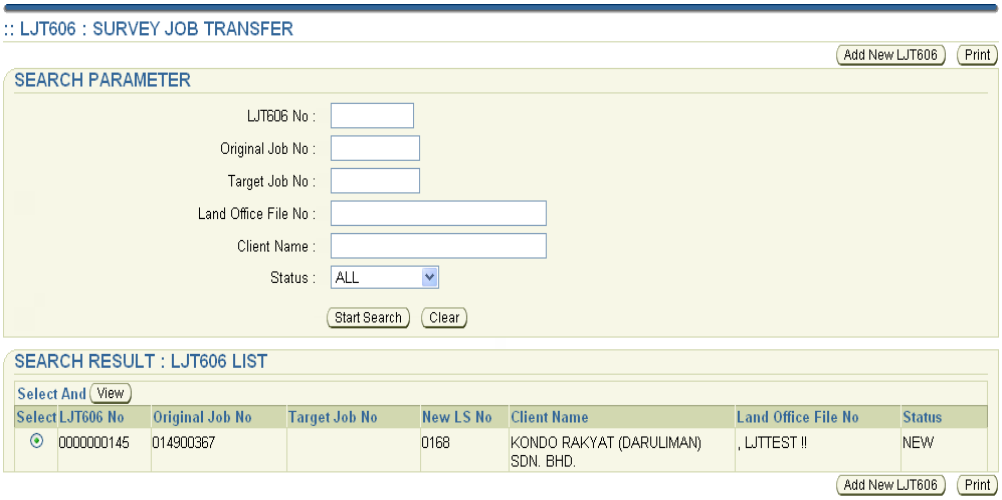


12. The following screen will be displayed. After you add a document, you can edit, delete and view your documents by clicking the button accordingly.



13. To submit the application, click *Submit* button.

14. Congratulations! Now your application is under status *NEW*. You have successfully submitted your application.



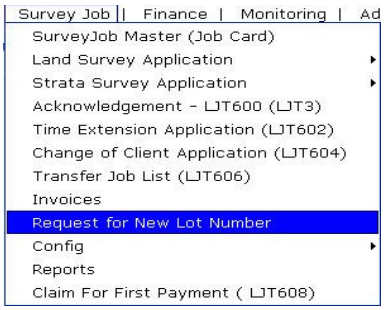
You cannot edit your application in status *NEW*.

After *NEW*, your application will be *VERIFIED* (process) by LJT Officer. Once your applicant registered officially, the status will change to *APPROVED*.

3.8 Request for New Lot Number

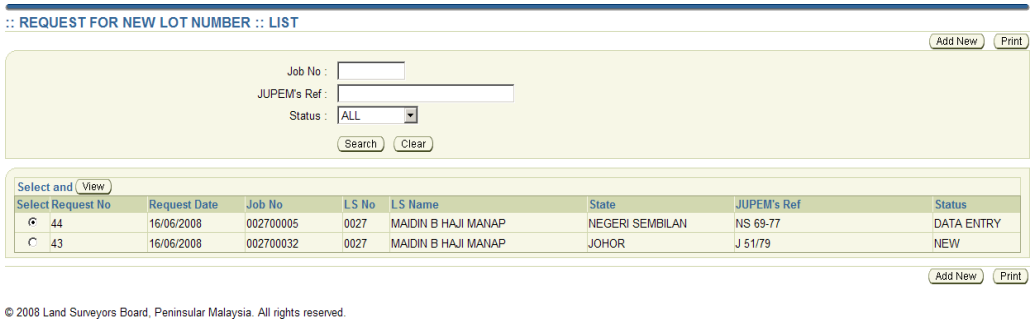
Below are the steps-by-steps to register a Request for New Lot Number.

1. Go to the system menu and point to Survey Job.
   The menu will show a drop down sub-menu



2. Click *Request for New Lot Number*.

3. The system will bring you to a *Request for New Lot Number Search Screen*


:: REQUEST FOR NEW LOT NUMBER :: LIST
Add New
Print
Job No :
JUPEM's Ref :
Status : ALL
Search
Clear
Select and View
Select Request No | Request Date | Job No | LS No | LS Name | State | JUPEM's Ref | Status
44 | 16/06/2008 | 002700005 | 0027 | MAIDIN B HAJI MANAP | NEGERI SEMBILAN | NS 69-77 | DATA ENTRY
43 | 16/06/2008 | 002700032 | 0027 | MAIDIN B HAJI MANAP | JOHOR | J 51/79 | NEW
Add New
Print
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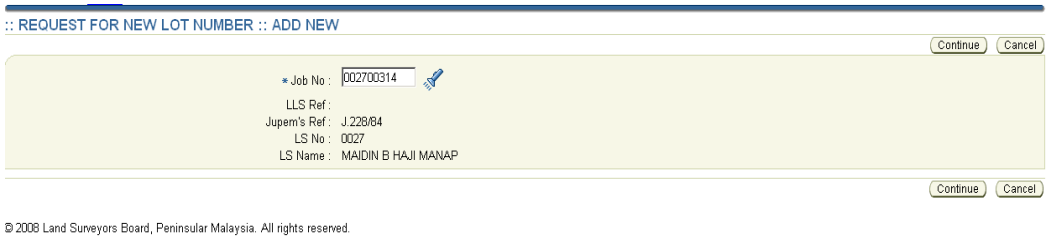
4. Click *Add New* button.

5. Key-in Job Number accordingly or Click to search for other Job Number.


:: REQUEST FOR NEW LOT NUMBER :: ADD NEW
Continue
Cancel
* Job No : 002700314
LLS Ref :
Jupem's Ref : J 228/84
LS No : 0027
LS Name : MAIDIN B HAJI MANAP
Continue
Cancel
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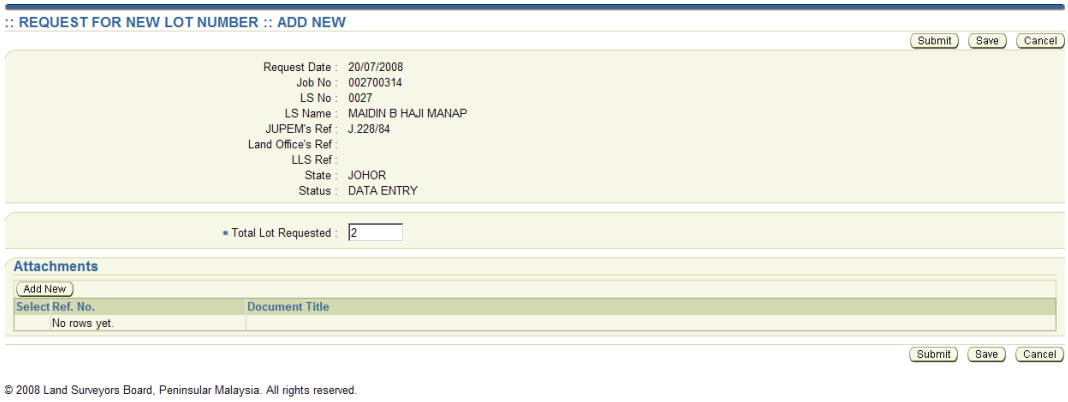
6. A pop up windows will appear.
   Choose the job number and press *Select*.
   It will close the *Survey Job List* and back to the *Request for New Lot Number : Add New* page

:: SURVEY JOB :: LIST
Close
Job No :
Search
Clear
Select and Select
Select Job No | LS No | LS Name
002700314 | 0027 | MAIDIN B HAJI MANAP
002700032 | 0027 | MAIDIN B HAJI MANAP
002700164 | 0027 | MAIDIN B HAJI MANAP
002700171 | 0027 | MAIDIN B HAJI MANAP
002700005 | 0027 | MAIDIN B HAJI MANAP
Close

7. Click *Continue* if you satisfy with the job number.

8. The system will bring to the New Lot Number details. There are two sections: Lot Number & Attachments

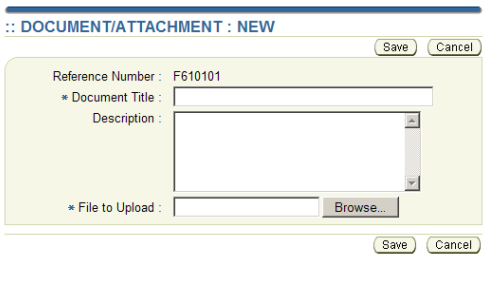
9. Fill in the *Total Lot Requested*

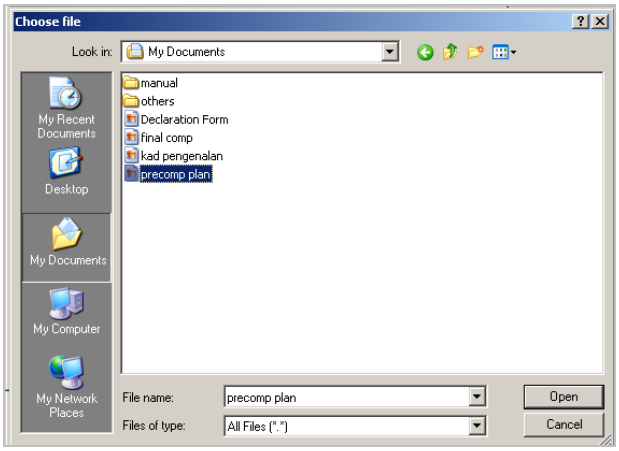


10. Click *Add New* if you want to attach document required.

11. A pop up windows will appear. Fill in all the particulars required.

12. For the *File To Upload*, click *Browse*.

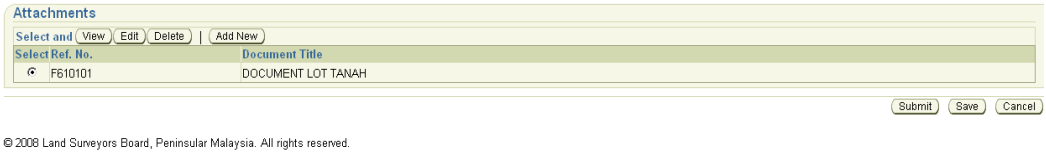




13. Click *Save* or *Cancel* button to return the *Request for New Lot Number : Add New* page.

14. Click *Save* button to continue editing or *Submit* button to submit your application.

15. Congratulations! Now your application is under status *NEW*. You have successfully submitted your application.



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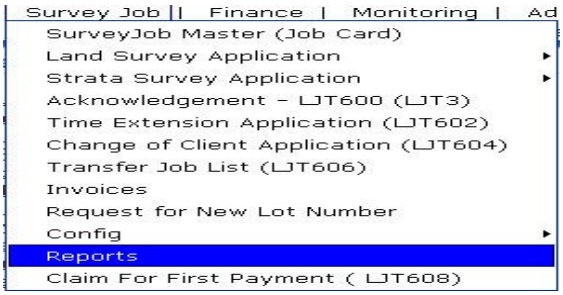
You cannot edit your application in status *NEW*.

After *NEW*, your application will be *VERIFIED* (process) by LJT Officer. Once your applicant registered officially, the status will change to *APPROVED*.

3.9 Reports

Reports profile is a sub-module that views reports about Job.

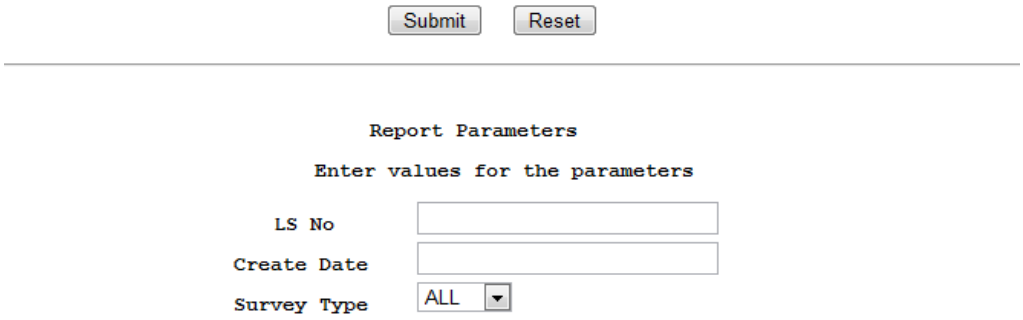


1. In order to view all the reports, click on the required links.

List of Survey Job Management Reports
01. Details for LLS (Full Listing)
02. Details for LLS - Summary
03. List of Jobs in Progress
04. Summary of Jobs in Progress
05. List of Jobs with Fieldwork Completed
06. Summary of Jobs with Fieldwork Completed
07. List of Jobs Awaiting Final Payment
08. Summary of Jobs Awaiting Final Payment
09. List of Jobs Completed
10. Summary of Jobs Completed
11. List of Jobs Completed and Fully Paid
12. Summary of Jobs Completed and Fully Paid
13. Job Full Status
14. Listing of Jobs By State
15. List of LLS With Highest Deposit
16. List of LLS With Lowest Deposit
17. Form Audit List
18. Cheque Audit List

2. The steps to view all the reports are similar. Therefore, in this section we have chosen List of Jobs in Progress.

3. Click on the link to List of jobs in Progress. The screen on reports parameters will be shown.



4. Then, click Submit Query button to proceed with the report.

LAND SURVEYORS BOARD PENINSULAR MALAYSIA

LIST OF JOBS IN PROGRESS

Page: 1 of 543

LS No	Fullname	Job No	Stage No	Deposit	Payment	Refund	Levy	Balance	Tax Recd	Tax Paid
0002		000200015	2	14,500.00	1,450.00	0.00	145.00	12,905.00	0.00	0.00
CHEAH CHENG BIN		Total: 1	1	**14,500.00**	**1,450.00**	**0.00**	**145.00**	**12,905.00**	**0.00**	**0.00**
0005		000500007	0	32,418.60	3,241.86	0.00	324.18	28,852.56	0.00	0.00
NG KIM CHUA		000500008	2	24,772.00	11,147.40	0.00	247.72	13,376.88	0.00	0.00
		000500012	0	1,800.00	180.00	0.00	18.00	1,602.00	0.00	0.00
		000500024	1	61,388.00	6,078.80	600.00	607.88	54,101.32	0.00	0.00
		000500024	2	19,200.00	1,920.00	0.00	192.00	17,088.00	0.00	0.00
		000500029	1	2,475.00	187.50	600.00	18.75	1,668.75	0.00	0.00
		000500029	2	1,250.00	125.00	0.00	12.50	1,112.50	0.00	0.00
		000500034	1	655.00	65.50	0.00	6.55	582.95	0.00	0.00
		000500035	1	7,765.00	776.50	0.00	77.65	6,910.85	0.00	0.00
		000500066	0	3,420.00	342.00	0.00	34.20	3,043.80	0.00	0.00
		000500067	0	15,155.50	1,515.55	0.00	151.56	13,488.39	0.00	0.00
		000500078	0	12,400.00	1,240.00	0.00	124.00	11,036.00	0.00	0.00
		000500099	0	2,925.00	292.50	0.00	29.25	2,603.25	0.00	0.00
		000600504	0	3,410.00	[illegible]6.00	0.00	34.10	3,043.90	[illegible]7.20	[illegible]7.20
		000600553	0	4,574.50	0.00	0.00	45.74	4,528.76	228.73	228.73
		000600554	0	4,332.50	0.00	0.00	43.33	4,289.17	216.63	216.63
		000600555	0	4,332.50	0.00	0.00	43.33	4,289.17	216.63	216.63
		000600556	0	4,332.50	0.00	0.00	43.33	4,289.17	216.63	216.63
		000600557	0	4,332.50	0.00	0.00	43.33	4,289.17	216.63	216.63
		000600558	0	4,332.50	0.00	0.00	43.33	4,289.17	216.63	216.63
		000600559	0	4,332.50	0.00	0.00	43.33	4,289.17	216.63	216.63
		000600560	0	4,332.50	0.00	0.00	43.33	4,289.17	216.63	216.63
		000600561	0	5,298.00	0.00	0.00	52.98	5,245.02	264.90	264.90
		000600580	0	12,634.00	1,263.40	0.00	126.34	11,244.26	631.70	631.70
		000600609	0	64,305.00	6,430.50	0.00	643.05	57,231.45	3,215.25	3,215.25
		000600613	0	1,875.00	0.00	0.00	18.75	1,856.25	93.75	93.75
		000600633	0	4,060.00	0.00	0.00	40.60	4,019.40	203.00	203.00
		000600653	0	7,132.00	0.00	0.00	71.32	7,060.68	356.60	356.60
		000600666	0	4,031.20	0.00	0.00	40.31	3,990.89	201.56	201.56
		000600738	0	70,573.60	7,057.36	0.00	705.74	62,810.50	3,528.68	3,528.68
		000600776	0	780.00	0.00	0.00	7.80	772.20	39.00	39.00
		000600799	2	4,250.00	0.00	0.00	42.50	4,207.50	230.00	230.00

Printed By : SHAINROSMAN – ILAUNCH TESTER Date Printed : 31/03/2010 10:15 PM

4.0 MANAGING YOUR SCANNING DOCUMENT

4.1 Prepare your document

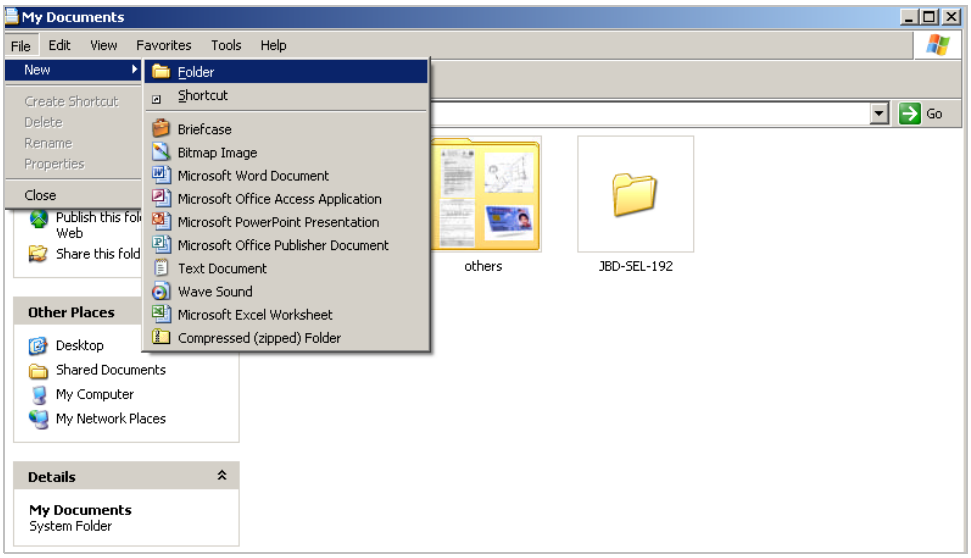
1. Make sure you have compile all supporting documents required for your application.
   e.g Application for FA Registration.
   - Identification Card
   - Education Certificates

   Application for Survey Job Registration
   - PBN Letter
   - Precomp Plan
   - Appointment letter by Client

4.2 Prepare your folder

1. Create new folder in your Computer under My Document.

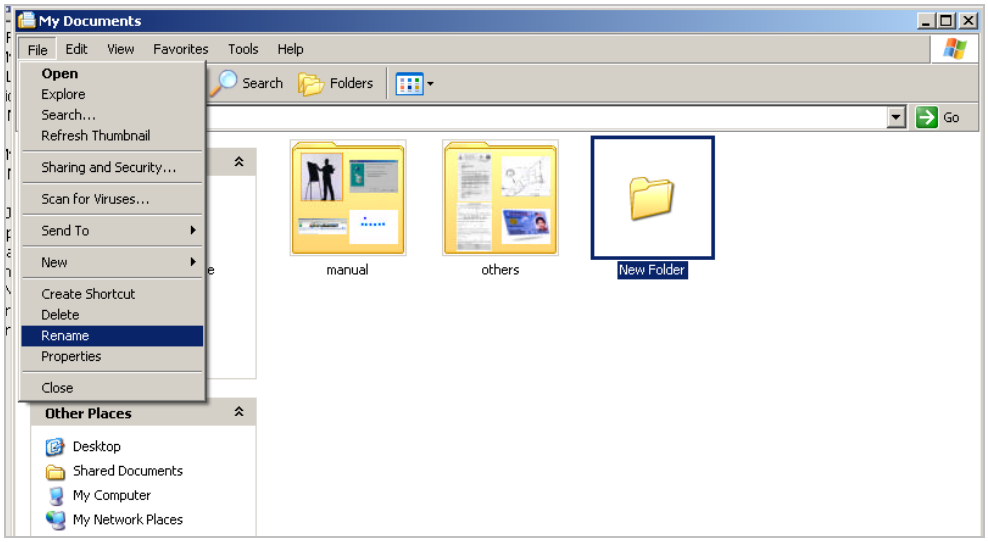
   File | New | Folder

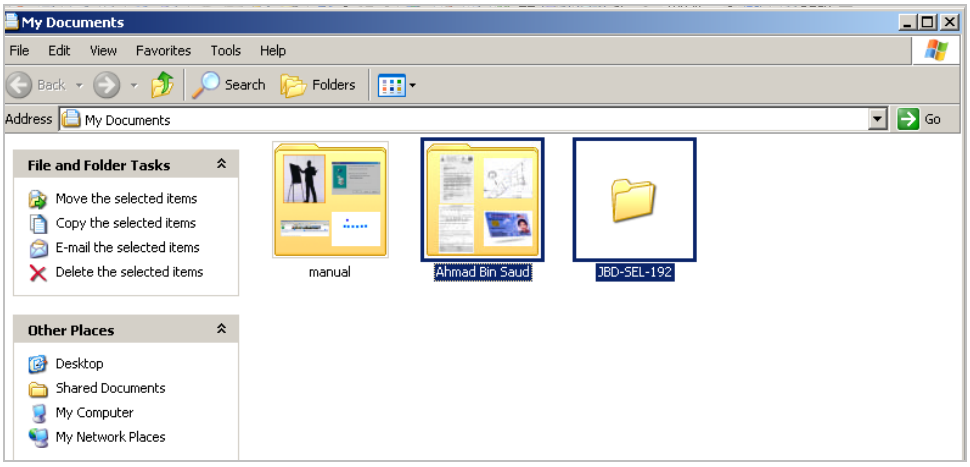


2. Rename the folder using your File Reference.
   e.g. JBD/SEL/192 (*survey job*),
   Ahmad Bin Saud (*AP/FA/FT registration*)

   How to rename folder

   Click on the New Folder you create. Go to File | Rename. Type your file name





4.3 Scan Your Document

1. Scan your document.
2. Save the scan file into your created folder accordingly.
3. Rename the file using the document reference.
   e.g. *PTDUL1/8/131-2004* – PBN Letter.